



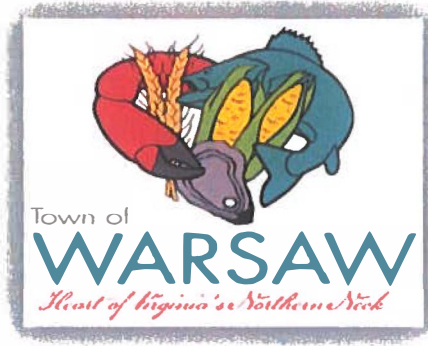
Town Council Meeting Agenda

September 10, 2026 at 6:00 PM

Council Chambers - 78 Belle Ville Lane

www.townofwarsaw.com

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Approval of Consent Agenda**
 - [a.](#) Agenda
 - [b.](#) Minutes – August 2026
 - [c.](#) Financial Report – August 2026
- 4. Public Comment**
- 5. Reports**
 - [a.](#) Mayor's Report
 - [b.](#) Town Manager's Report
 - [c.](#) Police Chief's Report
 - [d.](#) Director of Public Works Report
 - [e.](#) Council Committee Reports
 - [f.](#) Planning Commission Report
 - [g.](#) Northern Neck Regional Jail Report
 - [h.](#) Main Street Program Report
- 6. Old Business**
 - [a.](#) Project Updates
 - i. 74 Main Street
 - ii. Gateway Beautification Project
 - [b.](#) Jake Brake Ordinance
- 7. New Business**
 - [a.](#) Allocation of Funds - Earth Crafters Settlement
- 8. Closed Session § 2.2-3711 (A)3- Real Property- Downtown Redevelopment Project & Potential Land Purchase (Possible Action to Follow)**
- 9. Council Members - Closing Comments**
- 10. Adjournment**



Town Council Agenda

September 10th, 2026 – 6:00 P.M.

1. Call to Order
2. Pledge of Allegiance
3. Approval of Consent Agenda
 - a. Agenda
 - b. Minutes – August 2026
 - c. Financial Report – August 2026
4. Public Comment
5. Reports
 - a. Mayor's Report
 - b. Town Manager's Report
 - c. Police Chief's Report
 - d. Director of Public Works Report
 - e. Council Committee Reports
 - f. Planning Commission Report
 - g. Northern Neck Regional Jail Report
 - h. Main Street Program Report
6. Old Business
 - a. Project Updates
 - i. 74 Main Street
 - ii. Gateway Beautification Project
 - b. Jake Brake Ordinance
7. New Business
 - a. Allocation of Funds – Earth Crafters Settlement
8. Closed Session - § 2.2-3711(A)3 – Real Property – Downtown
Redevelopment Project & Potential Land Purchase (*Possible Action to Follow*)
9. Council Members - Closing Comments
10. Adjournment

MINUTES
WARSAW TOWN COUNCIL
REGULAR MEETING
AUGUST 13, 2026

The Warsaw Town Council held its regular meeting on Thursday, August 13, 2026, at 6:00 p.m. in Council Chambers at 78 Belle Ville Lane, Warsaw, Virginia. Council members present: Mayor Randall L. Phelps, Vice-Mayor Paul G. Yackel, Patrick Stone, Jonathan English, Daphne Palmore, Mary Beth Bryant, and Ralph Self. Councilman Bobby Walters was absent.

Town staff present included Town Manager Joseph Quesenberry, Assistant Town Manager Missy Coates, Police Chief Barry Radden, Director of Public Works Jesse Schools, and Treasurer & Clerk Julia Blackley-Rice.

Approximately 2 others were present in the Council Chambers.

CALL TO ORDER

Mayor Phelps called the meeting to order at 6:00 p.m. and then led the Pledge of Allegiance.

APPROVAL OF CONSENT AGENDA

Council reviewed the consent agenda, including the meeting minutes and financial report. One correction was noted to change an inaccurate reference from "Councilwoman" to "Councilman" by Councilwoman Palmore. Councilwoman Palmore moved to approve the consent agenda as amended. The motion was seconded by Councilman Stone and carried with the following votes.

Randall L. Phelps	Aye	Paul Yackel	Aye
Mary Beth Bryant	Aye	Jonathan English	Aye
Daphne Palmore	Aye	Ralph Self	Aye
Patrick Stone	Aye		

PUBLIC COMMENTS

Mayor Phelps opened the floor for public comment. No one requested to speak, and the public comment portion of the meeting was closed.

REPORTS

MAYOR'S REPORT

Mayor Phelps deferred his comments throughout the meeting and saved them for later.

TOWN MANAGER'S REPORT

Mr. Quesenberry announced that Richmond County Fire and Emergency Services would host a review and tour of its Firefighter I classrooms on September 10, 2026, following the regular Board of Supervisors meeting. Town personnel and Council members were invited to attend, per Councilwoman Bryant.

A joint ribbon-cutting ceremony for the new basketball courts at Rappahannock Community College is scheduled for Wednesday, September 2, at 11:00 a.m. Mr. Quesenberry also reported continued outreach regarding a potential hotel project within Town limits. Staff had contacted an innovative Shenandoah Valley hotel developer and provided the project pro forma developed through prior grant funding. He stated that discussions had been encouraging and that Council would be updated as the concept progresses.

Mr. Quesenberry thanked Council members, Town staff, law-enforcement and emergency services partners, Main Street representatives, and community sponsors for supporting National Night Out despite inclement weather. He noted community contributions of \$1,000 and \$1,500 toward the event. He further announced that the memorial plaque honoring former Councilwoman Hubert had arrived and would be installed at the Town ballpark, with a dedication tentatively planned during Warsaw Fest on Saturday, October 10.

Sidewalk improvements continued on Main Street near the Rice-Packett Real Estate office, leaving two parcels to be completed before the Pinehurst neighborhood is safely connected to Main Street. Staff anticipated addressing the remaining parcels in a future fiscal year and explained that the Town generally proceeds when property owners donate the necessary easements. The Town budgets approximately \$30,000 annually for sidewalk work, and the next segment was estimated at approximately \$15,000. The Town also planned additional brick-paver improvements near the former Wardico building.

In response to a question from Councilman English regarding delinquent obligations associated with the former Old Rappahannock businesses, Mr. Quesenberry reported significant improvement in current meals tax and utility payments under new management. Staff noted, however, that no recent payment had been received on the separate Industrial Revitalization Fund obligation. Staff agreed to provide Council with additional detail at the next meeting.

A copy of the Town Manager's report is attached to these minutes as Attachment 1.

POLICE CHIEF'S REPORT

Chief Radden reviewed the monthly Police Department statistics included in the meeting packet. He reported that the department was fully staffed, operating cohesively, and continuing routine patrols at the new basketball courts. Although officers had received occasional calls regarding individuals remaining after hours and leaving litter, no significant public-safety concerns had arisen. Chief Radden thanked Council, staff, the Richmond County Sheriff's Office, Richmond County Emergency Services, and Ellen Copeland for their support of National Night Out. He also announced the hiring of Officer Jose Martinez and expressed confidence that Officer Martinez would be an excellent addition to the department.

Councilman Self requested an update on a proposed ordinance addressing engine braking. Chief Radden stated that Town counsel was preparing the ordinance. Mr.

Quesenberry anticipated that the Ordinance Committee would meet before the September meeting so the proposed ordinance could be considered for adoption.

A copy of the Police Chief's report is attached to these minutes as Attachment 2.

DIRECTOR OF PUBLIC WORKS REPORT

A copy of the Public Works Director's report is attached to these minutes as Attachment 3. Mr. Schools attributed the higher maximum influent flow to substantial rainfall during July.

COUNCIL COMMITTEE REPORT

No committee reports were presented.

PLANNING COMMISSION

No meeting was held.

NORTHERN NECK REGIONAL JAIL REPORT

Vice-Mayor Yackel reported that the Northern Neck Regional Jail had completed a new website well ahead of an April 2027 target date and was continuing minor refinements to ensure compliance with state and federal requirements. Jail staff provide approximately 184 to 206 inmate programs each month, including educational, reentry, in-person, and online opportunities for eligible participants. He further reported that a review of an inmate death earlier in the year found that Jail personnel had acted appropriately and that no fault was identified. Representatives of the United States Marshals Service had also toured the facility and responded favorably to its operations and programs.

OLD BUSINESS

74 Main Street Project: Mr. Quesenberry presented an updated financial and operational plan for redevelopment of 74 Main. He reviewed the Town's efforts, in coordination with Town counsel and the project architect, to recover funds through the former contractor's performance bond and to complete a compliant rebidding process. Initial replacement bids exceeded available funding; accordingly, the project was rebid after potential contractors were asked to identify value-engineering opportunities. Revised sealed bids were due at noon on the following Monday, after which staff expected to identify the lowest qualified bidder. Staff reported that the responding firms had submitted strong qualifications and references and that substantial completion was targeted for December.

The proposed restaurant tenant would contribute \$214,200 toward capital improvements in exchange for a five-year lease without monthly rent. The restaurant buildout, ventilation, and related permanent improvements would remain with the Town. Staff estimated a potential performance-bond recovery of approximately \$175,000, proposed redirecting approximately \$105,625 that otherwise would be placed in enterprise and general fund reserves, and identified approximately \$84,161

remaining from the original loan proceeds. These sources totaled approximately \$578,986. Estimated project costs included approximately \$1.2 million for construction and retirement of the existing loan balance.

To account conservatively for the possibility that bond proceeds might be delayed or reduced, staff recommended authorization for financing not to exceed \$1.271 million. The working financing scenario assumed a 30-year amortization, a 15-year term with a balloon payment, and an estimated 6.38% interest rate, producing a monthly payment of approximately \$8,114. After accounting for the approximately \$2,500 monthly payment already budgeted on the existing loan and a conservative estimate of \$3,000 per month in new meals tax revenue, the projected new net debt-service impact was approximately \$2,614 per month, or \$31,368 annually. Mr. Quesenberry noted that the Town currently contributes more than \$100,000 annually to reserves and that additional revenues were anticipated from Project Shad and planned residential development; no tax increase was projected as necessary for the project.

Council discussed the initial rent-free period, the method for setting rent after year five, the durability of the restaurant concept, potential effects on existing restaurants, parking availability, farmers-market operations, long-term public use, and the building's resale value as a Town-owned asset. Staff explained that the restaurant would have a first opportunity to continue the lease at a future rate developed with Town counsel and based on comparable properties. If the initial restaurant departed, the completed commercial kitchen and permanent improvements would remain, making the space more marketable to a successor tenant. The tenant would also support daily security, opening and closing, and interior cleanliness. Staff emphasized that the concept offered a different food option, would increase downtown foot traffic, provide climate-controlled community gathering space, support Town and nonprofit events, and complete a major element of the Town's revitalization strategy.

Council acknowledged the delays and increased costs caused by the former contractor's failure to perform and the complexity of the bond-recovery process. Staff stated that available equipment would be evaluated for reuse or resale, that inflationary increases were being documented as part of the bond claim, and that the conservative financing request did not assume receipt of the anticipated bond recovery. Council generally concluded that both the short- and long-term financial risks were manageable and that the completed facility would become a significant community asset.

Upon motion duly made and seconded, Council authorized the Town Manager to enter into a loan agreement in an amount not to exceed \$1.271 million and to execute a construction contract with the lowest qualified bidder for completion of the 74 Main Street project. Councilman Stone made the motion, and it was seconded by Councilwoman Bryant with the following votes:

Randall L. Phelps	Aye	Paul Yackel	Aye
Mary Beth Bryant	Aye	Jonathan English	Aye
Daphne Palmore	Aye	Ralph Self	Aye
Patrick Stone	Aye		

DHCD Housing Rehabilitation Project: Mrs. Coates reported that the Department of Housing and Community Development housing project was substantially complete. Homeowners had received keys to the two replacement homes, deeds and titles had been transferred, and three additional rehabilitation projects had been completed. A community ribbon cutting was scheduled for September 10 at 5:15 p.m. at 171 Belle Ville Lane, followed by light refreshments. Council members, the Planning District Commission, the Planning Commission, the project committee, and participating homeowners would be invited. Mrs. Coates noted that several minor warranty items at one new home were being addressed with Clayton Homes and that the homeowners remained appreciative of the project.

Project Shad: Mr. Quesenberry reported that Town staff had participated in a 13-person coordination meeting with the developer, engineers, and the Virginia Department of Transportation. Discussion continued regarding whether a traffic signal should be installed at the Commerce Parkway access point. Although projected traffic volume did not independently warrant a signal, VDOT had identified a potential safety concern involving tractor-trailers crossing or temporarily blocking travel lanes. Responsibility for a future signal remained under discussion because additional County-owned Commerce Park property could generate more traffic as it develops.

Staff had also negotiated a proposed cash proffer of approximately \$250,000 for the Town to construct a five-foot-wide sidewalk linking the project, the Commerce Park bus stop, and Main Street. The facility is expected to employ approximately 300 people, increasing to approximately 500 to 600 during the holiday season. Councilman Self requested consideration of bicycle access; staff agreed to explore whether VDOT could provide a designated bicycle lane or related pavement markings. Town review of the approximately 300-page project plans had been completed, and staff reported that the project continued to progress positively.

NEW BUSINESS

POLICE AND PUBLIC WORKS VEHICLE LOAN AUTHORIZATION

Treasurer & Clerk Blackley-Rice reported that the Police Department and Public Works vehicles approved in the FY2027 budget had both arrived and were slightly below the amounts budgeted. The proposed financing would be secured by an existing certificate of deposit to obtain the Town's best available five-year interest rate. Upon motion duly made and seconded, Council authorized Town Manager Joseph Quesenberry to execute the loan documents for both vehicles. Councilwoman Palmore made the motion, and it was seconded by Councilman Stone with the following votes:

Randall L. Phelps	Aye	Paul Yackel	Aye
Mary Beth Bryant	Aye	Jonathan English	Aye
Daphne Palmore	Aye	Ralph Self	Aye
Patrick Stone	Aye		

RESOLUTION REQUESTING WATERWORKS INFRASTRUCTURE FUNDING

Mr. Quesenberry presented a resolution requesting \$3 million in General Assembly funding for waterworks infrastructure efficiency improvements. Because of changing groundwater conditions and regulatory requirements, the Town's renewed water-withdrawal permit is expected to require replacement of the main well within approximately three years. Funding would also support a digital meter-reading system to improve leak detection, usage monitoring, and efficiency. The resolution noted Warsaw's operation of the only public water system in Richmond County, its location within Virginia's coastal plain aquifer system, projected withdrawal of approximately 1.2 billion gallons over the next 15 years, and the project's financial burden on approximately 2,300 residents.

Representatives of Senator Richard Stuart and Delegate Hillary Pugh Kent encouraged the Town to submit a formal request supported by the resolution, regulatory documentation, estimates, and evidence of need. Council considered seeking a regulatory exemption, but staff advised that an exemption would only delay the requirement and create a future compliance issue. Council also asked whether additional water-line modernization could be incorporated into the request.

Vice-Mayor Yackel moved to adopt the resolution requesting \$3 million in funding assistance from the Virginia General Assembly for replacement of the Town's main well and installation of a digital meter-reading system. Councilman Self seconded the motion, which carried unanimously with the following votes:

Randall L. Phelps	Aye	Paul Yackel	Aye
Mary Beth Bryant	Aye	Jonathan English	Aye
Daphne Palmore	Aye	Ralph Self	Aye
Patrick Stone	Aye		

A copy of the Infrastructure Assistance Request Resolution is attached to these minutes as Attachment 4.

WESTROCK TIMBER-THINNING PROPOSAL

Council reviewed a WestRock proposal to thin pulpwood trees on Town property near the treatment plant to promote healthier timber growth. Because some parcels may overlap with or affect the proposed Dominion Energy solar project, Mayor Phelps requested consultation with the Town's forestry adviser before any action. By consensus, Council deferred the proposal to the September agenda pending evaluation of the potential contractual overlap. No formal motion was made.

CLOSED SESSION

Vice-Mayor Yackel moved that Council enter Closed Session under § 2.2-3711(A)(1) of the Code of Virginia for a personnel matter involving the Town Manager and § 2.2-3711(A)(7) for consultation with legal counsel regarding Earthcrafters. The motion was seconded and carried unanimously with the following votes:

Randall L. Phelps	Aye	Paul Yackel	Aye
Mary Beth Bryant	Aye	Jonathan English	Aye
Daphne Palmore	Aye	Ralph Self	Aye
Patrick Stone	Aye		

OUT OF CLOSED SESSION

Upon returning to Open Session, Council conducted the certification required by § 2.2-3712(D) of the Code of Virginia. Each member certified, to the best of his or her knowledge, that only the personnel and legal matters identified in the motion convening the Closed Session were discussed. The certification was adopted unanimously by roll-call vote as follows:

Randall L. Phelps	Aye	Paul Yackel	Aye
Mary Beth Bryant	Aye	Jonathan English	Aye
Daphne Palmore	Aye	Ralph Self	Aye
Patrick Stone	Aye		

No action was taken as a result of the Closed Session.

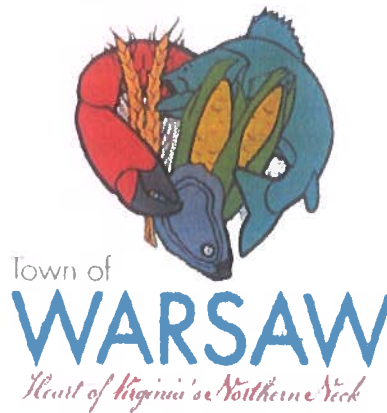
COUNCIL COMMENTS

- Councilman Self mentioned that summer is flying by and that local kids started school today. He wishes them the best of luck this year.
- Councilwoman Bryant stated she was the first person to dunk Officer Miller at National Night Out and that it was a good meeting.
- Councilman Stone reminded everyone to drink water and stay cool.
- Councilwoman Palmore stated she was looking forward to cooler weather.
- Councilman English gave his prayers to New Castle & sympathies to Joseph for his car accident. He also stated that he went to Front Royal for baseball & heard good things about Warsaw and the Town Manager.
- Vice-Mayor Yackel apologized for not making it to National Night Out.
- Mayor Phelps stated that he was excited about 74 Main Street.

ADJOURNMENT

There being no further business, the meeting was adjourned at 7:42 PM.


Submitted by: Julia Blackley-Rice, Clerk of Council



MEMORANDUM

TO: Warsaw Town Council

FROM: Joseph N. Quesenberry, Town Manager

DATE: 08/13/2026

RE: Town Manager's Report

Dear Council Members,

Please find my Town Manager's report for the month of July and the beginning of August. As always, please let me know if you have any questions or wish to discuss any items further.

1. Basketball Court Ribbon Cutting

In celebration of another project completed by the partnership formed between RCC, Richmond County, and the Town of Warsaw, we will be holding a joint ribbon cutting ceremony at 11AM on Wednesday, September 2nd at the new basketball court area. Please join us if you are available on this date and time.

2. Hotel Project

Town staff continue to pursue a potential hotel project within Town limits. We recently contacted an innovative hotel developer in the Shenandoah Valley area to discuss a potential property here, also providing them with the proforma that we received grant funds for in 2023/2024. We will keep you posted as this progresses.

3. National Night Out

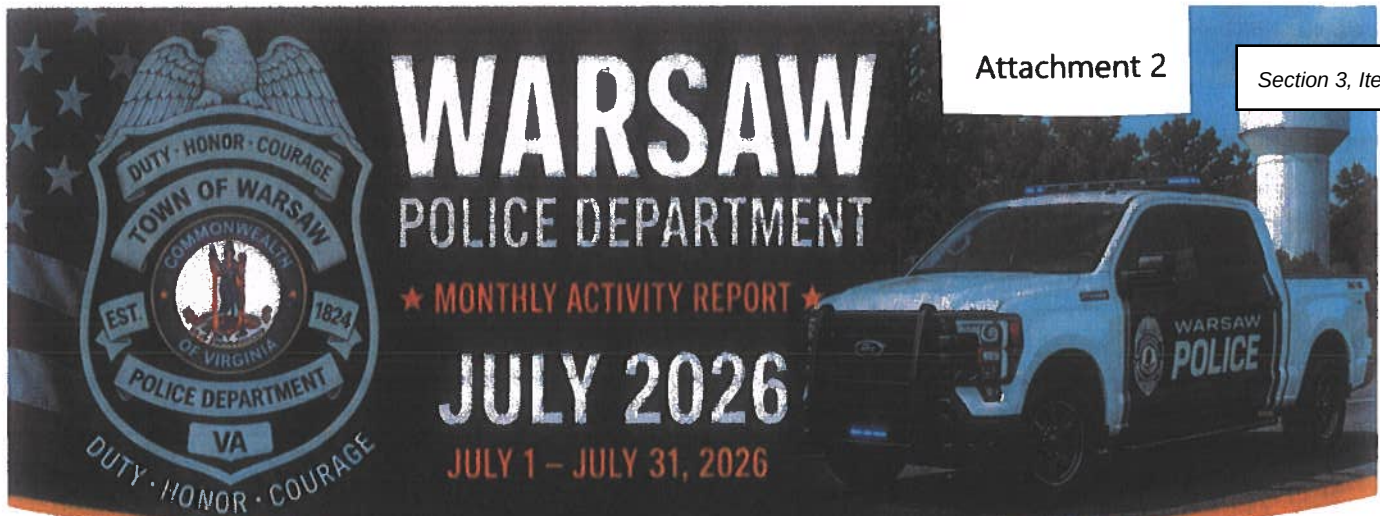
I attended our Police Department's National Night Out last week and had a great time! Even with less than desirable weather, the event was very well done. Thank you to Mayor Phelps and Assistant Town Manager Coates for attending with me, to Chief Radden and Ellen Copeand for their work, to Officer Miller for being in the dunking booth, to the Richmond County EMS Department and Sheriff's Office for being in attendance, and a special thanks to Sheriff Smith and the Tappahannock – Warsaw Moose Lodge for their generous donation of \$1,500. We can't wait until next year's event!

4. Dedication of Town Dog Park

We are pleased to announce that former Council Member Hubert's bronze plaque has arrived and will be installed within the next few weeks. We tentatively plan to hold the dedication ceremony sometime during Warsaw Fest on Saturday, October 10th. We will keep you informed of dates and times and the event draws near.

5. Sidewalk Improvements

The Town continues to invest in new and improved sidewalks with the expansion of the brick paver sidewalk along Main Street along the Rice-Packett Real Estate Office. This leaves only two (2) more parcels left in order to connect the Pinehurst Neighborhood to Main Street. We are currently planning for sidewalk improvements at the corner of Belle Ville Lane and Main Street with the new ownership of the former Wardico Building, so stay tuned as this project progresses.



CALLS FOR SERVICE

658



TOTAL INCIDENTS

3



TRAFFIC ACTIVITY

88



COMMUNITY ENGAGEMENT

397



SECTION I: INCIDENTS

DATE	CASE #	OFFENSE	BLK / STREET
07/03/2026	2026-000070	Larceny	5000 Richmond Road
07/13/2026	2026-000074	Damage to Property	100 Main Street
07/29/2026	2026-000080	Stolen Trailer (with four smaller trailers loaded)	5000 Richmond Road

TOTAL INCIDENTS: 3



SECTION II: ARRESTS

DATE	CASE #	OFFENSE	BLK / STREET
07/07/2026	2026-000071	Juvenile Assault on Law Enforcement	4000 Richmond Road
07/08/2026	2026-000072	Assault & Battery - Family Member	100 Wallace Street
07/08/2026	2026-000073	Driving on Suspended License (Traffic Stop)	1000 History Land Hwy
07/15/2026	2026-000075	Driving on Suspended License (Traffic Stop)	10 Main Street
07/23/2026	2026-000076	Probation Violation	40 Mitchell Ave
07/25/2026	2026-000077	DUI Arrest	6000 Richmond Road
07/27/2026	2026-000078	Capias	400 Main Street
07/28/2026	2026-000079	Probation Violation	400 Main Street

TOTAL ARRESTS: 8



SECTION III: TRAFFIC ENFORCEMENT

	Driving on Suspended/Revoked License	0 / 0
	Reckless Driving	2
	Distracted Driving	1
	Speeding	32
	Expired Inspection	10
	Stop Sign	1
	Expired Registration (VA)	1
	Improper Registration (VA)	3
	Town Citations Issued	0
	All Other Traffic Summons	31
	Traffic Crashes	7

TRAFFIC ACTIVITY TOTAL: 88



SECTION IV: COMMUNITY ENGAGEMENT

	Neighborhood Select Patrols	72
	Business Checks	291
	Directed Patrols	28
	Community Events	6

COMMUNITY ENGAGEMENT TOTAL: 397



JULY 2026 MONTHLY SUMMARY

- Incidents Reported: 3
- Arrests Made: 8

- Traffic Enforcement Activity: 88
- Community Engagement Activities: 397



PRIDE IN SERVICE, HONOR IN DUTY, PROTECTING WITH INTEGRITY



Joseph N. Quesenberry
Town Manager

Melissa Coates
Assistant Town Manager

Julia Blackley – Rice
Treasurer & Clerk

Sean L. Peterson
Chief of Police

Sandra Anderson Law
Town Attorney



Randall L. Phelps – Mayor

Paul G. Yackel – 1st Mayor

Mary Beth Bryant

Jonathan English

Daphne Palmore

Ralph W. Self

Patrick Stone

Robert Walters

78 Belle Ville Lane, Warsaw, VA 22572 | P.O. Box 30 | Phone: (804) 333-3337 | <http://www.townofwarsaw.com>

TO: Warsaw Town Council

FROM: Jesse Schools, Director of Public Works

DATE: 8/13/2026

RE: Public Works Report

Dear Council Members:

Please find my Public Works Report for the month of July. Please let me know if you have any questions or concerns.

-WWTP

Monthly Numbers

Average daily Influent flow for July – 204,500 gallons, an increase of 22,500 gals from the month of June average daily flow.

Maximum influent flow for July – 303,100 gallons, an increase of 93,100 gals from the month of June max flow.

Nutrient Sampling Results

For July the average effluent Total Nitrogen (TN) concentration was 2.20 mg/l, within the limits of our permit.

For July the average effluent Total Phosphorus (TP) concentration was 0.08 mg/l, within the limits of our permit.

Monthly Operations and Maintenance

Biosolids Digester transducer was replaced and restored to service.

The Treatment Plant permit requires additional testing for fecal coliform, typically in the month of July. (4 samples- one per week) All sample results were below detection limit.

Plant Waste Station is now restored to full service and is currently operating efficiently.

Plant staff assisted the water department with recording water meter readings.

Plant effluent samples collected and analyzed during July met all permit discharge limits.

Joseph N. Quesenberry
Town Manager

Melissa Coates
Assistant Town Manager

Julia Blackley – Rice
Treasurer & Clerk

Sean L. Peterson
Chief of Police

Sands Anderson Law
Town Attorney



COUNCIL MEMO Section 3, Item b.

Randall L. Phelps – Mayor

Paul G. Yackel – 1st Vice Mayor

Mary Beth Bryant

Jonathan English

Daphne Palmore

Ralph W. Self

Patrick Stone

Robert Walters

78 Belle Ville Lane, Warsaw, VA 22572 | P.O. Box 730 | Phone: (804) 333-3737 | <http://www.townofwarrior.com>

-Water Department

Attached you will find the Water Loss Report, for the month of July we are at a 3rd water loss. Department staff did daily chlorine checks of all four wells, along with two random samples each day throughout town.

Completion of state selected bacteria samples; all results came back absent.

Completed all Miss U's that came in for the month of June.

Fixed a water leak on East Monroe Ave.

-Refuse Department

For the month of June town staff made 14 trips to the landfill totaling 116 tons or 232,000 pounds of trash.

-Public Works (Maintenance)

Staff assisted with Monday and Thursday residential trash pickup.

Assisted with recording of monthly water meter readings.

Took care of the bathrooms and grounds at the Town Park.

Watering all spring plantings in town.

Cutting all grass at Town owned facilities.

Installed (4) Restaurant Row signs.

Started edging and cleaning sidewalks throughout town.

Monthly Water Loss Report

Section 3, Item b.

Water System: **Town Of Warsaw**

For the Month of: **July** Year: **2026**

Water Produced this month: **5,893,400** gallons

Water Purchased this month: gallons

A: Total Water Produced and Purchased = **5,893,400** gallons

Sold: Residential **5,686,200** gallons

Total Sold = **5,686,200** gallons

B: Difference: (Produced+Purchased) - Sold = **207,200** gallons

% Difference = **4 % total water loss**

Gallons of Water Accounted For:

Breaks (Estimated Total)	15,000 gallons
Hydrant Flushing	0 gallons
Storage Tank/Clearwell overflow	0 gallons
Fire Hydrant Use	0 gallons
Fire Department Use	0 gallons
Leak adjustments	0 gallons
Maintenance shop	5,000 gallons
Sewer jetting	4,500 gallons
Town watering flowers	15,000 gallons
Office/Police Dept.	3,000 gallons
Pool	 gallons

C: Total Gallons Accounted For = **42,500** gallons

Loss: Unaccounted-for Water: (B-C) = **164,700** gallons

% Loss: Unaccounted-for Water: (B-C)/A % = **3 % unaccounted - for loss**

Gallons / Day Loss =

Gallons / Minute Loss =

31 days in billing period

5,313 gallons/day

4 gallons/min.

This spreadsheet is a product of the Technical Assistance Center for Water Quality at Western Kentucky University and the Kentucky Rural Water Association. Feel free to contact us at (270) 745-5948 or at <http://water.wku.edu/>. This spreadsheet may be freely distributed. Please let us know if you use it, like it, or have suggestions for improvement!



WARSAW TOWN COUNCIL RESOLUTION

REQUEST FOR FUNDING ASSISTANCE AND DECLARATION OF NEED FOR WATERWORKS INFRASTRUCTURE & EFFICIENCY IMPROVEMENTS

WHEREAS, the Town of Warsaw is the County Seat and only incorporated Town within Richmond County, and thus operates the only Public Water System within a large geographic area, contributing to the economic growth and sustainability of the Northern Neck Region; and

WHEREAS, due to changing regulations from the Department of Health and Department of Environmental Quality that stem from changing groundwater conditions, the Town's main well must be abandoned and subsequently replaced at a considerable cost; and

WHEREAS, the Town has invested millions in funding through grants and capital reserves to improve the Town's infrastructure and resiliency throughout the last decade, and

WHEREAS, the Town wishes to adhere to all regulatory requirements, to improve water withdrawal efficiency, monitoring and enforcement, and also recognizes the importance of our location within Virginia's Coastal Plain Aquifer System and wishes to be a leader in environmental stewardship; and

WHEREAS, this project is a great financial hardship for our growing Town of 2,300 residents; and

WHEREAS, a well replacement and digital meter reading system is estimated to cost approximately \$3,000,000 for full installation and replacement.

NOW, THEREFORE, BE IT RESOLVED, that by official Order of the Warsaw Town Council, the body individually and collectively requests \$3,000,000 in funding assistance from the General Assembly for this project. The Warsaw Town Council thanks the members of the General Assembly for both their work and their careful consideration of this request.

PASSED AND ADOPTED this 13th day of August 2026, by the following vote:

Ayes: _____ Nays: _____

TOWN OF WARSAW

Mayor Randall L. Phelps

Town Clerk Julia Blackley-Rice

Budget vs Actual

Section 3, Item c.

Town of Warsaw
9/9/2026 10:04:54 AM

Page 1 Of 24

Period Ending 8/31/2026

10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
10-300-0000 PERMITS & FEES	5,000	0.00	825.00	1,150.00	1,150.00	(3,850.00)	23%
10-301-0000 S W USER FEE - COMMERCIAL	192,947	0.00	17,475.00	33,465.00	33,465.00	(159,482.00)	17%
10-301-5000 SW USER FEE - RESIDENTIAL	89,000	0.00	7,248.84	14,403.84	14,403.84	(74,596.16)	16%
10-305-0000 REAL ESTATE TAXES	280,000	0.00	133.32	133.32	133.32	(279,866.68)	0%
10-306-0000 PERSONAL PROPERTY TAXES	170,000	0.00	329.61	2,894.50	2,894.50	(167,105.50)	2%
10-307-0000 PPTRA	17,365	0.00	17,365.30	17,365.30	17,365.30	0.30	100%
10-310-0000 BANK FRANCHISE TAX	175,000	0.00	0.00	0.00	0.00	(175,000.00)	
10-315-0000 BUSINESS LICENSES	160,000	0.00	157.58	1,459.46	1,459.46	(158,540.54)	1%
10-320-0000 VEHICLE TAX/DECALS	40,000	0.00	31.00	31.00	31.00	(39,969.00)	0%
10-325-0000 STATE SALES TAX	175,000	0.00	14,413.39	25,207.78	25,207.78	(149,792.22)	14%
10-326-0000 MEALS TAX	760,000	0.00	71,303.99	134,226.58	134,226.58	(625,773.42)	18%
10-327-0000 LODGING TAX	39,000	0.00	599.30	4,197.37	4,197.37	(34,802.63)	11%
10-328-0000 CIGARETTE TAX	80,000	0.00	0.00	0.00	0.00	(80,000.00)	
10-328-0001 CANNABIS TAX	2,500	0.00	0.00	0.00	0.00	(2,500.00)	
10-330-0000 FINES	60,000	0.00	5,534.33	15,655.46	15,655.46	(44,344.54)	26%
10-345-0000 INTEREST INCOME/GEN	25,000	0.00	0.00	725.77	725.77	(24,274.23)	3%
10-355-0000 LAW ENFORCEMENT ASS'T	40,000	0.00	10,840.00	10,840.00	10,840.00	(29,160.00)	27%
10-360-0000 UTILITY/CONSMPTION TX	17,000	0.00	340.08	648.27	648.27	(16,351.73)	4%
10-361-0000 COMMUNICATIONS TAX	29,000	0.00	2,107.30	4,527.86	4,527.86	(24,472.14)	16%
10-365-0000 STATE FIRE INSURANCE	15,000	0.00	0.00	0.00	0.00	(15,000.00)	
10-375-0000 CABLE TV LEASE	3,000	0.00	0.00	0.00	0.00	(3,000.00)	
10-376-0000 BILLBOARD REVENUE	1,750	0.00	0.00	0.00	0.00	(1,750.00)	
10-381-0000 REVOLVING LOAN FUND REPAYMENTS	0	0.00	0.00	16,229.30	16,229.30	16,229.30	
10-382-0000 FORGIVEABLE LOAN REPAYMENTS	0	0.00	750.00	1,500.00	1,500.00	1,500.00	
10-390-0000 MISC/INCOME	500	0.00	0.00	6.59	6.59	(493.41)	1%

Budget vs Actual

Section 3, Item c.

Town of Warsaw
9/9/2026 10:04:54 AM

Page 2 Of 24

Period Ending 8/31/2026

10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-390-0300	0	0.00	950.00	950.00	950.00	950.00	
GRANTS-DHCD-REVITALIZATION							
10-390-1050 CIP POLICE	60,000	0.00	0.00	0.00	0.00	(60,000.00)	
10-391-0000 GRANTS/DMV	10,000	0.00	0.00	0.00	0.00	(10,000.00)	
10-392-1000 GRANT - LITTER DEQ	1,500	0.00	0.00	0.00	0.00	(1,500.00)	
10-395-0000 GRANT/BP VEST	1,000	0.00	0.00	0.00	0.00	(1,000.00)	
10-395-5000 GRANT/USDA POLICE CARS	65,000	0.00	0.00	0.00	0.00	(65,000.00)	
10-396-0000 RICHCO/ HAUL FEE	12,000	0.00	1,257.39	2,304.27	2,304.27	(9,695.73)	19%
10-397-0000 TRASH DUMPSTERS	10,000	0.00	0.00	0.00	0.00	(10,000.00)	
10-399-1100 DOMINION SOLAR	3,500	0.00	0.00	0.00	0.00	(3,500.00)	
10-399-5000 SPECIAL EVENTS (REVENUE)	22,000	0.00	2,700.00	6,810.00	6,810.00	(15,190.00)	31%
Revenues Totals:	2,562,062	0.00	154,361.43	294,731.67	294,731.67	(2,267,330.33)	12%
Expenses							
10-420-0200 SALARIES/ADM	422,000	0.00	0.00	0.00	0.00	422,000.00	
10-420-0201 OT/BONUS - ADMIN	13,000	0.00	0.00	0.00	0.00	13,000.00	
10-420-0500 PAYROLL TAXES/ADM	34,000	0.00	(42.00)	(42.00)	(42.00)	34,042.00	0%
10-420-0600 SHORT&LONG TERM DISABILITY	2,700	0.00	127.84	255.68	255.68	2,444.32	9%
10-420-0700 RETIREMENT-LI/ADM	47,000	0.00	0.00	0.00	0.00	47,000.00	
10-420-0900 MEDICAL INS/ADM	67,560	0.00	5,630.00	11,260.00	11,260.00	56,300.00	17%
10-420-1000 EDUCATION/PROF DEVELOPMT	15,000	0.00	(2,606.76)	(1,528.46)	(1,528.46)	16,528.46	-10%
10-420-1100 TELEPHONE/OFFICE	8,000	0.00	(43.26)	605.31	605.31	7,394.69	8%
10-420-1300 ELECTRICITY/OFFICE	5,000	0.00	389.07	761.25	761.25	4,238.75	15%
10-420-1400 MTGS/CONFERENCES/ADM	10,000	0.00	0.00	0.00	0.00	10,000.00	
10-420-1500 BLDGS/GROUNDS/MAINTENANCE	20,000	0.00	1,482.88	(885.76)	(885.76)	20,885.76	-4%
10-420-2200 AUDIT	17,000	0.00	0.00	0.00	0.00	17,000.00	
10-420-2300 LEGAL SERVICES	30,000	0.00	9,400.50	11,675.00	11,675.00	18,325.00	39%

Budget vs Actual

Section 3, Item c.

Town of Warsaw
9/9/2026 10:04:54 AM

Page 3 Of 24

Period Ending 8/31/2026

10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-420-2600 ADVERTISING	35,000	0.00	2,035.00	7,672.41	7,672.41	27,327.59	22%
10-420-3100 AUTO O/M-ADM EXPENSE	5,500	0.00	288.91	577.77	577.77	4,922.23	11%
10-420-3200 OFFICE SUPPLIES	20,000	0.00	1,082.21	2,441.35	2,441.35	17,558.65	12%
10-420-3300 PRINTING/REPORTS/MAPPING	250	0.00	0.00	0.00	0.00	250.00	
10-420-3400 COMPUTER SUPPORT FEE	23,000	0.00	2,321.74	4,659.64	4,659.64	18,340.36	20%
10-420-3450 COMPUTER O/M	6,500	0.00	(19.99)	39.98	39.98	6,460.02	1%
10-420-4000 RECODIFICATION EXPENSE	1,000	0.00	0.00	0.00	0.00	1,000.00	
10-420-5298 DMV STOP FEES	400	0.00	0.00	0.00	0.00	400.00	
10-420-5300 DUES	4,000	0.00	(87.16)	1,787.84	1,787.84	2,212.16	45%
10-420-5350 SAFETY PROGRAM	500	0.00	0.00	0.00	0.00	500.00	
10-420-5400 INSURANCE/RISK MANAGEMT	20,000	0.00	0.00	0.00	0.00	20,000.00	
10-420-5500 COUNCIL EXPENSE	15,000	0.00	203.44	1,220.50	1,220.50	13,779.50	8%
10-420-5700 MISCELLANEOUS/ADM	9,000	0.00	(193.32)	1,316.19	1,316.19	7,683.81	15%
10-420-5800 CIP-ADMIN	57,900	0.00	0.00	0.00	0.00	57,900.00	
10-420-5900 ECONOMIC DEVELOPMENT	30,000	0.00	0.00	(1,725.00)	(1,725.00)	31,725.00	-6%
10-420-6100 TIMBER HARVESTING	5,000	0.00	0.00	0.00	0.00	5,000.00	
ADMINISTRATION Totals:	924,310	0.00	19,969.10	40,091.70	40,091.70	884,218.30	4%

Budget vs Actual

Section 3, Item c.

Town of Warsaw
9/9/2026 10:04:54 AM

Page 4 Of 24

Period Ending 8/31/2026

10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-510-0200 SALARIES/WRD	341,000	0.00	6,500.00	6,500.00	6,500.00	334,500.00	2%
10-510-0201 OT/BONUS - WRD	19,000	0.00	0.00	0.00	0.00	19,000.00	
10-510-0500 PAYROLL TAXES/WRD	27,000	0.00	0.00	0.00	0.00	27,000.00	
10-510-0600 SHORT&LONG TERM DISABILITY	2,200	0.00	214.80	429.60	429.60	1,770.40	20%
10-510-0700 RETIREMENT/LI/WRD	38,000	0.00	0.00	0.00	0.00	38,000.00	
10-510-0820 LINE OF DUTY ACT	2,500	0.00	0.00	0.00	0.00	2,500.00	
10-510-0900 MEDICAL INSURANCE/WRD	40,536	0.00	3,378.00	6,756.00	6,756.00	33,780.00	17%
10-510-1000 PROFESSIONAL DEVELOP/WRD	4,000	0.00	0.00	0.00	0.00	4,000.00	
10-510-1100 LEGAL FEES/WRD	5,000	0.00	0.00	0.00	0.00	5,000.00	
10-510-2000 Electricity - WRD	2,500	0.00	0.00	0.00	0.00	2,500.00	
10-510-2100 Grounds/Maintenance - WRD	10,000	0.00	(105.29)	105.29	105.29	9,894.71	1%
10-510-3100 AUTO O/M-WRD	24,000	0.00	148.41	2,901.10	2,901.10	21,098.90	12%
10-510-3200 UNIFORMS/SUPPLIES/WRD	9,000	0.00	(196.24)	524.36	524.36	8,475.64	6%
10-510-3210 POLICE SUPPLIES	10,000	0.00	0.00	931.36	931.36	9,068.64	9%
10-510-3220 OFFICE SUPPLIES	6,000	0.00	59.87	219.68	219.68	5,780.32	4%
10-510-3230 OFFICE EQUIP/RESERVES	1,500	0.00	0.00	0.00	0.00	1,500.00	
10-510-3240 EVIDENCE SECURITY	500	0.00	0.00	0.00	0.00	500.00	
10-510-3400 TECH SUPPORT/WRD	25,000	0.00	926.89	1,850.46	1,850.46	23,149.54	7%
10-510-3500 TELECOMMUNICATIONS	10,500	0.00	0.00	10,129.93	10,129.93	370.07	96%
10-510-3701 COMMUNITY SERVICE	5,000	0.00	0.00	56.81	56.81	4,943.19	1%
10-510-3712 Police Radios/Reserves	2,000	0.00	0.00	0.00	0.00	2,000.00	
10-510-4100 POLICE BODY CAMERAS	6,286	0.00	0.00	0.00	0.00	6,286.00	
10-510-4200 POLICE ACADEMY	2,300	0.00	0.00	0.00	0.00	2,300.00	
10-510-4210 ADVERTISING	1,000	0.00	0.00	130.00	130.00	870.00	13%
10-510-5300 DUES	4,000	0.00	0.00	400.00	400.00	3,600.00	10%
10-510-5310 BOOKS & SUBSCRIPTIONS	250	0.00	0.00	0.00	0.00	250.00	
10-510-5400 INSURANCE/RISK	19,000	0.00	0.00	0.00	0.00	19,000.00	

Budget vs Actual

Section 3, Item c.

Town of Warsaw
9/9/2026 10:04:54 AM

Period Ending 8/31/2026

10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
MANAGEMENT							
10-510-5500 VCIN	8,000	0.00	0.00	0.00	0.00	8,000.00	
10-510-6000 CIP - WPD (CARS)	65,000	0.00	0.00	0.00	0.00	65,000.00	
WARSAW POLICE DEPT Totals:	691,072	0.00	10,926.44	30,934.59	30,934.59	660,137.41	4%

Budget vs Actual

Section 3, Item c.

Town of Warsaw
9/9/2026 10:04:54 AM

Page 6 Of 24

Period Ending 8/31/2026

10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-550-0200 SALARIES/PS	215,000	0.00	0.00	0.00	0.00	215,000.00	
10-550-0201 OT/BONUS - PS	19,000	0.00	0.00	0.00	0.00	19,000.00	
10-550-0500 PAYROLL TAXES/PS	17,000	0.00	0.00	0.00	0.00	17,000.00	
10-550-0600 SHORT&LONG TERM DISABILITY	1,200	0.00	62.65	125.30	125.30	1,074.70	10%
10-550-0700 RETIREMENT/LI/PS	21,000	0.00	0.00	0.00	0.00	21,000.00	
10-550-0900 MEDICAL INS/PS	54,048	0.00	5,630.00	13,392.00	13,392.00	40,656.00	25%
10-550-1100 TELEPHONES - PUBLIC SERVICE	4,000	0.00	99.80	504.41	504.41	3,495.59	13%
10-550-1300 ELECTRICITY-TOWNPARK	4,000	0.00	0.00	0.00	0.00	4,000.00	
10-550-1700 REPAIRS/TRASH TRUCK	18,000	0.00	2,427.20	4,462.21	4,462.21	13,537.79	25%
10-550-2000 Dog Park	2,000	0.00	0.00	0.00	0.00	2,000.00	
10-550-2100 Fountain - Main Street	3,750	0.00	0.00	0.00	0.00	3,750.00	
10-550-3100 OPERATION/TRASH TRK	28,000	0.00	(775.46)	1,152.70	1,152.70	26,847.30	4%
10-550-3150 VEHICLE M&O/PS	10,500	0.00	6.72	1,686.25	1,686.25	8,813.75	16%
10-550-3200 UNIFORMS/ETC	1,500	0.00	0.00	551.90	551.90	948.10	37%
10-550-3300 EQPT/SUPPLIES/PS	5,000	0.00	0.00	115.83	115.83	4,884.17	2%
10-550-3400 SAFETY EQUIPMENT	1,000	0.00	0.00	0.00	0.00	1,000.00	
10-550-3500 TRASH DUMPSTER EXPENSE	10,000	0.00	0.00	0.00	0.00	10,000.00	
10-550-3550 TOWN APPARELL	5,000	0.00	0.00	0.00	0.00	5,000.00	
10-550-3700 BEAUTIFICATION	50,000	0.00	285.82	7,852.33	7,852.33	42,147.67	16%
10-550-3800 STREET LIGHTS	39,000	0.00	0.00	4,197.64	4,197.64	34,802.36	11%
10-550-3850 SIDEWALKS	30,000	0.00	12,665.00	17,665.00	17,665.00	12,335.00	59%
10-550-3900 ILIGHTING/CHRISTMAS	8,000	0.00	1,750.00	1,750.00	1,750.00	6,250.00	22%
10-550-3950 P/S SNOW REMOVAL	500	0.00	0.00	0.00	0.00	500.00	
10-550-4600 GRANTS - IRF	0	0.00	(3,642.58)	(3,642.58)	(3,642.58)	3,642.58	
10-550-4700 GRANTS - DMV	10,000	0.00	0.00	0.00	0.00	10,000.00	
10-550-4750 GRANTS/BP VEST	1,000	0.00	0.00	0.00	0.00	1,000.00	
10-550-4850 GRANT - HOUSING/PLANNING	0	0.00	(240.32)	240.32	240.32	(240.32)	

Budget vs Actual

Section 3, Item c.

Town of Warsaw
9/9/2026 10:04:54 AM

Page 7 Of 24

Period Ending 8/31/2026

10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
(EXPENSE)							
10-550-5300 INSURANCE/RISK MANAGEMENT - PUBLIC SERVICE	19,000	0.00	0.00	0.00	0.00	19,000.00	
10-550-5500 MISCELLANEOUS/PARK	6,500	0.00	149.54	177.28	177.28	6,322.72	3%
10-550-5700 MISCELLANEOUS/PS	1,500	0.00	40.07	507.63	507.63	992.37	34%
10-550-6000 CIP - PS	7,500	0.00	0.00	14,799.00	14,799.00	(7,299.00)	197%
10-550-6100 THE SADDLERY	5,000	0.00	286.17	483.09	483.09	4,516.91	10%
10-550-6200 THE BOUNDS	20,000	0.00	827.35	1,060.02	1,060.02	18,939.98	5%
10-550-6400 COMMUNITY MARKET	3,500	0.00	250.00	252.99	252.99	3,247.01	7%
10-550-6500 PROJECT CONTINGENCIES	0	0.00	(225.00)	225.00	225.00	(225.00)	
10-550-6600 74 MAIN STREET	1,500	0.00	0.00	0.00	0.00	1,500.00	
10-550-6650 RESERVES - THE BOUNDS	10,000	0.00	0.00	0.00	0.00	10,000.00	
PUBLIC SERVICE Totals:	632,998	0.00	19,596.96	67,558.32	67,558.32	565,439.68	11%

Budget vs Actual

Section 3, Item c.

Town of Warsaw
9/9/2026 10:04:54 AM

Page 8 Of 24

Period Ending 8/31/2026

10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-600-6000 PARADES	2,500	0.00	0.00	0.00	0.00	2,500.00	
10-600-6100 NN TOURISM	1,200	0.00	0.00	0.00	0.00	1,200.00	
10-600-6200 FIRE DEPARTMENT	12,500	0.00	0.00	0.00	0.00	12,500.00	
10-600-6300 STATE FIRE INSURANCE	15,000	0.00	0.00	0.00	0.00	15,000.00	
10-600-6560 RCC BASKETBALL COURT REHAB	5,000	0.00	0.00	0.00	0.00	5,000.00	
10-600-6600 PUBLIC LIBRARY	8,000	0.00	0.00	0.00	0.00	8,000.00	
10-600-6801 BUSINESS IMPROVEMENT GRANT	12,500	0.00	0.00	0.00	0.00	12,500.00	
10-600-6802 WARSAW/RC CHAMBER	2,500	0.00	0.00	0.00	0.00	2,500.00	
10-600-6850 MAIN STREET PROGRAM	2,500	0.00	0.00	0.00	0.00	2,500.00	
10-600-6900 WARSAW/RICH CO MUSEUM	1,000	0.00	0.00	0.00	0.00	1,000.00	
10-600-6925 Richmond Co Animal Shelter	0	0.00	0.00	(250.00)	(250.00)	250.00	
10-600-6950 RICHMOND COUNTY LITTLE LEAGUE	1,000	0.00	0.00	0.00	0.00	1,000.00	
10-600-7000 RICHMOND COUNTY YMCA	1,000	0.00	0.00	0.00	0.00	1,000.00	
10-600-7100 FIREWORKS FESTIVAL	750	0.00	0.00	0.00	0.00	750.00	
10-600-7400 RHS AFTER PROM	250	0.00	0.00	0.00	0.00	250.00	
10-600-7600 WARSAW ART CENTER	4,500	0.00	0.00	0.00	0.00	4,500.00	
10-600-8000 THE HAVEN SHELTER	1,000	0.00	0.00	0.00	0.00	1,000.00	
10-600-8100 VARIOUS CONTRIBUTIONS	1,000	0.00	250.00	750.00	750.00	250.00	75%
CONTRIBUTIONS Totals:	72,200	0.00	250.00	500.00	500.00	71,700.00	1%

Budget vs Actual

Section 3, Item c.

Town of Warsaw
9/9/2026 10:04:54 AM

Page 9 Of 24

Period Ending 8/31/2026

10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-650-5000 SPECIAL EVENTS (EXPENSE)	40,000	0.00	23,547.90	29,755.61	29,755.61	10,244.39	74%
Totals:	40,000	0.00	23,547.90	29,755.61	29,755.61	10,244.39	74%

Budget vs Actual

Section 3, Item c.

Town of Warsaw
9/9/2026 10:04:54 AM

Page 10 Of 24

Period Ending 8/31/2026

10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-700-0000 TRASH TRK DEBT(5YRS)	19,452	0.00	0.00	0.00	0.00	19,452.00	
DEBT SERVICE Totals:	19,452	0.00	0.00	0.00	0.00	19,452.00	

Budget vs Actual

Section 3, Item c.

Town of Warsaw
9/9/2026 10:04:54 AM

Page 11 Of 24

Period Ending 8/31/2026

10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-998-0001 CAPITAL OUTLAYS	0	0.00	1,427.53	3,787.53	3,787.53	(3,787.53)	
10-998-0002 CONTINGENCY/RESERVES	50,000	0.00	0.00	0.00	0.00	50,000.00	
CAPITAL ITEM EXPENSE Totals:	50,000	0.00	1,427.53	3,787.53	3,787.53	46,212.47	8%

Budget vs Actual

Section 3, Item c.

Town of Warsaw
9/9/2026 10:04:54 AM

Page 12 Of 24

Period Ending 8/31/2026

10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-999-0001 TRASH TRK DEBT (5 YRS)	0	0.00	1,621.00	3,242.00	3,242.00	(3,242.00)	
10-999-0002 POLICE CARS DEBT (5 YRS)	11,076	0.00	923.00	1,846.00	1,846.00	9,230.00	17%
10-999-0003 STORMWATER FACILITY DEBT	38,157	0.00	3,179.78	6,359.56	6,359.56	31,797.44	17%
10-999-0008 LOAN PAYMENT - 74 MAIN STREET	19,101	0.00	2,448.92	4,818.84	4,818.84	14,282.16	25%
10-999-0009 TRASH TRUCK DEBT (FY2025)	33,710	0.00	2,876.00	5,752.00	5,752.00	27,958.00	17%
10-999-0010 POLICE CAR LOAN FY26 (5YRS)	15,686	0.00	1,307.10	2,614.20	2,614.20	13,071.80	17%
10-999-0012 POLICE CAR LOAN - FY27 (5YRS)	14,300	0.00	0.00	0.00	0.00	14,300.00	
DEBT SERVICE Totals:	132,030	0.00	12,355.80	24,632.60	24,632.60	107,397.40	19%

Budget vs Actual

Section 3, Item c.

Town of Warsaw
9/9/2026 10:04:54 AM

Period Ending 8/31/2026									
Expenses Totals:		2,562,062	0.00	88,073.73	197,260.35	197,260.35	2,364,801.65	8%	
10 GENERAL FUND	Revenues Over/(Under) Expenses:			66,287.70	97,471.32	97,471.32			

Budget vs Actual

Section 3, Item c.

Town of Warsaw
9/9/2026 10:04:54 AM

Page 14 Of 24

Period Ending 8/31/2026

30 WATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
30-305-0000 WATER USER FEES	452,880	0.00	37,851.45	80,228.01	80,228.01	(372,651.99)	18%
30-309-0000 INTEREST INCOME CD	2,500	0.00	0.00	239.01	239.01	(2,260.99)	10%
30-380-0000 MISC INCOME	0	0.00	50.00	50.00	50.00	50.00	
30-391-0000 GENERALTRANSF TO WATER	13,787	0.00	0.00	0.00	0.00	(13,787.00)	
30-398-0002 DEBT SERVICE REVENUES	30,000	0.00	0.00	0.00	0.00	(30,000.00)	
Revenues Totals:	499,167	0.00	37,901.45	80,517.02	80,517.02	(418,649.98)	16%
Expenses							
30-810-0200 SALARIES/WATER	189,000	0.00	0.00	0.00	0.00	189,000.00	
30-810-0201 OT/BONUS - WATER	15,000	0.00	0.00	0.00	0.00	15,000.00	
30-810-0500 PAYROLL TAXES/WTR	15,000	0.00	0.00	0.00	0.00	15,000.00	
30-810-0600 SHORT&LONG TERM DISABILITY	1,000	0.00	45.66	91.32	91.32	908.68	9%
30-810-0700 RETIREMENT/LIFE INS/WTR	17,000	0.00	0.00	0.00	0.00	17,000.00	
30-810-0900 MEDICAL INS/WTR	27,024	0.00	1,126.00	2,252.00	2,252.00	24,772.00	8%
30-810-1100 TELEMETRY/TELEPHONE/WTR	2,500	0.00	60.63	215.30	215.30	2,284.70	9%
30-810-1300 ELECTRICITY/WELLS/WTR	35,000	0.00	3,049.27	5,676.99	5,676.99	29,323.01	16%
30-810-1600 MAINTENANCE/WELLS/WTR	5,500	0.00	0.00	0.00	0.00	5,500.00	
30-810-1700 MAINTENANCE TOWERS/WTR	42,000	0.00	0.00	0.00	0.00	42,000.00	
30-810-2200 AUDIT EXPENSE	7,000	0.00	0.00	0.00	0.00	7,000.00	
30-810-2700 TRACTOR M/O-WTR	2,500	0.00	0.00	0.00	0.00	2,500.00	
30-810-2800 BUSHHOG/MOWERS/WTR	2,300	0.00	68.98	849.51	849.51	1,450.49	37%
30-810-2900 EQUIPMENT/TOOLS/WTR	3,500	0.00	174.13	597.43	597.43	2,902.57	17%
30-810-3000 OFFICE EQUIPMENT/WTR	3,000	0.00	1,769.98	2,045.66	2,045.66	954.34	68%
30-810-3100 VEHICLE M/O-WTR	19,000	0.00	960.21	1,975.16	1,975.16	17,024.84	10%
30-810-3200 OFFICE SUPPLIES/WTR	3,000	0.00	227.50	638.49	638.49	2,361.51	21%
30-810-3300 SUPPLIES/WATER	5,000	0.00	0.00	46.98	46.98	4,953.02	1%
30-810-3400 SAFETY EQUIPMENT/WTR	1,000	0.00	0.00	0.00	0.00	1,000.00	

Budget vs Actual

Section 3, Item c.

Town of Warsaw
9/9/2026 10:04:54 AM

Page 15 Of 24

Period Ending 8/31/2026

30 WATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
30-810-3500 BACKHOE M/O=WTR	1,500	0.00	1,056.32	1,056.32	1,056.32	443.68	70%
30-810-4000 UNIFORMS/ETC/WTR	2,500	0.00	0.00	0.00	0.00	2,500.00	
30-810-4100 MISS UTILITY GRIDS/WTR	500	0.00	0.00	12.00	12.00	488.00	2%
30-810-4300 INSTALL METER/CONN/WTR	5,000	0.00	0.00	0.00	0.00	5,000.00	
30-810-4400 BACKFLOW PROGRAMS	1,000	0.00	0.00	0.00	0.00	1,000.00	
30-810-4500 METER REPAIRS/WTR	2,000	0.00	0.00	0.00	0.00	2,000.00	
30-810-4600 WATER TESTING	3,000	0.00	(6.99)	4.12	4.12	2,995.88	0%
30-810-4700 WATER PERMIT	2,193	0.00	0.00	2,193.00	2,193.00	0.00	100%
30-810-4800 FIRE HYDRANT REPAIRS	1,500	0.00	0.00	0.00	0.00	1,500.00	
30-810-4900 CHLORINATION	14,000	0.00	1,138.22	1,138.22	1,138.22	12,861.78	8%
30-810-5100 REPAIRS/WATER LINE	10,000	0.00	(1,000.00)	857.50	857.50	9,142.50	9%
30-810-5400 INSURANCE/WATER	13,000	0.00	0.00	0.00	0.00	13,000.00	
30-810-5700 MISCELLANEOUS/WTR	2,000	0.00	0.00	0.00	0.00	2,000.00	
30-810-5900 TRAINING & LICENSING	1,000	0.00	0.00	0.00	0.00	1,000.00	
30-810-5910 INTEREST EXPENSE	50	0.00	0.00	0.00	0.00	50.00	
WATER DEPT Totals:	454,567	0.00	8,669.91	19,650.00	19,650.00	434,917.00	4%

Budget vs Actual

Section 3, Item c.

Town of Warsaw
9/9/2026 10:04:54 AM

Period Ending 8/31/2026

30 WATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
30-998-0050 CIP-WATER	38,000	0.00	0.00	0.00	0.00	38,000.00	
CAPITAL ITEM EXPENSE Totals:	38,000	0.00	0.00	0.00	0.00	38,000.00	

Budget vs Actual

Section 3, Item c.

Town of Warsaw
9/9/2026 10:04:54 AM

Period Ending 8/31/2026

30 WATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
30-999-0008 LOAN-NEW VEHICLE (FY27 5 YEARS)	6,600	0.00	0.00	0.00	0.00	6,600.00	
DEBT SERVICE Totals:	6,600	0.00	0.00	0.00	0.00	6,600.00	

Budget vs Actual

Section 3, Item c.

Town of Warsaw
9/9/2026 10:04:54 AM

Period Ending 8/31/2026									
Expenses Totals:		499,167	0.00	8,669.91	19,650.00	19,650.00	479,517.00	4%	
30 WATER FUND	Revenues Over/(Under) Expenses:			29,231.54	60,867.02	60,867.02			

Budget vs Actual

Section 3, Item c.

Town of Warsaw
9/9/2026 10:04:54 AM

Page 19 Of 24

Period Ending 8/31/2026

40 WASTEWATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
40-351-0000 WASTEWATER USER FEES	907,520	0.00	78,711.30	157,458.68	157,458.68	(750,061.32)	17%
40-360-0000 INTEREST INCOME	2,000	0.00	0.00	329.66	329.66	(1,670.34)	16%
40-380-0000 MISCELLANEOUS INCOME	1,000	0.00	0.00	0.00	0.00	(1,000.00)	
40-397-1000 LOAN PROCEEDS	30,000	0.00	0.00	0.00	0.00	(30,000.00)	
Revenues Totals:	940,520	0.00	78,711.30	157,788.34	157,788.34	(782,731.66)	17%
Expenses							
40-820-0200 SALARIES/WWF	169,000	0.00	0.00	0.00	0.00	169,000.00	
40-820-0201 OT/BONUS - WASTEWATER	15,000	0.00	0.00	0.00	0.00	15,000.00	
40-820-0500 PAYROLL TAXES/WWF	14,000	0.00	0.00	0.00	0.00	14,000.00	
40-820-0600 SHORT&LONG TERM DISABILITY	1,100	0.00	48.13	96.26	96.26	1,003.74	9%
40-820-0700 RETIREMENT/LIFE INS/WWF	19,000	0.00	0.00	0.00	0.00	19,000.00	
40-820-0900 MEDICAL INS/WWF	40,536	0.00	3,378.00	6,756.00	6,756.00	33,780.00	17%
40-820-1000 EDUCATION/PROFESSIONAL DEVELOPMENT	7,000	0.00	0.00	200.00	200.00	6,800.00	3%
40-820-1100 TELEPHONE/WWF	0	0.00	0.00	342.91	342.91	(342.91)	
40-820-1200 PROPANE/SHOPS	3,750	0.00	0.00	373.76	373.76	3,376.24	10%
40-820-1250 GENERATOR FUEL-WWTP/LS	2,000	0.00	0.00	0.00	0.00	2,000.00	
40-820-1300 WWTP ELECTRICITY	60,000	0.00	5,259.42	5,259.42	5,259.42	54,740.58	9%
40-820-1350 WW ELECTRICITY-GENERAL	30,000	0.00	1,616.22	2,950.00	2,950.00	27,050.00	10%
40-820-1600 MAINTENANCE/LS/WWF	10,000	0.00	5,000.00	6,679.79	6,679.79	3,320.21	67%
40-820-1700 WW PLANT MAINTENANCE	20,000	0.00	0.00	1,040.03	1,040.03	18,959.97	5%
40-820-2000 SLUDGE REMOVAL/WWF	10,000	0.00	0.00	790.05	790.05	9,209.95	8%
40-820-2200 AUDIT EXPENSE/WWF	6,500	0.00	0.00	0.00	0.00	6,500.00	
40-820-2300 LEGAL SERVICES/WWF	1,000	0.00	0.00	0.00	0.00	1,000.00	
40-820-2400 ENGINEERING	36,000	0.00	0.00	3,170.00	3,170.00	32,830.00	9%
40-820-2600 ADVERTISING	2,500	0.00	0.00	0.00	0.00	2,500.00	
40-820-2700 TRACTOR MAINT/OPR/WWF	2,500	0.00	0.00	0.00	0.00	2,500.00	

Budget vs Actual

Section 3, Item c.

Town of Warsaw
9/9/2026 10:04:54 AM

Page 20 Of 24

Period Ending 8/31/2026

40 WASTEWATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
40-820-2800 BUSHHOG/MOWERS/M/O/WWF	2,500	0.00	68.98	849.53	849.53	1,650.47	34%
40-820-2850 EQUIPMENT MAINTENANCE	10,000	0.00	0.00	104.99	104.99	9,895.01	1%
40-820-2900 EQUIPMENT/TOOLS/WWF	10,000	0.00	1,438.77	2,054.47	2,054.47	7,945.53	21%
40-820-3000 COMPUTER O/M	2,000	0.00	0.00	0.00	0.00	2,000.00	
40-820-3100 VEHICLE M/O-WWF	17,000	0.00	1,056.12	4,939.55	4,939.55	12,060.45	29%
40-820-3200 OFFICE SUPPLIES/WWF	6,000	0.00	314.46	862.06	862.06	5,137.94	14%
40-820-3300 SUPPLIES/GENERAL/WWF	5,000	0.00	0.00	476.49	476.49	4,523.51	10%
40-820-3400 SAFETY EQUIPMENT	6,000	0.00	402.75	801.63	801.63	5,198.37	13%
40-820-3500 BACKHOE M/O-WWF	2,500	0.00	1,056.32	1,056.32	1,056.32	1,443.68	42%
40-820-4000 UNIFORMS/WWF	2,000	0.00	0.00	0.00	0.00	2,000.00	
40-820-4100 MISS UTILITY/WWF	500	0.00	0.00	12.00	12.00	488.00	2%
40-820-4300 CONNECTIONS/INSTALLATIONS/WWF	100	0.00	0.00	0.00	0.00	100.00	
40-820-4600 SUPPLIES/TESTING/WWF	5,000	0.00	0.00	1,190.46	1,190.46	3,809.54	24%
40-820-4900 CHLORINATON/DECHLOR/WWF	2,500	0.00	0.00	0.00	0.00	2,500.00	
40-820-4950 WWTP CHEMICALS	45,000	0.00	0.00	0.00	0.00	45,000.00	
40-820-5000 GROUND WATER MONITORING	4,000	0.00	0.00	0.00	0.00	4,000.00	
40-820-5100 REPAIR WW LINE/WWF	3,500	0.00	0.00	0.00	0.00	3,500.00	
40-820-5300 DUES/WWF	2,000	0.00	0.00	0.00	0.00	2,000.00	
40-820-5400 INSURANCE/WWF	22,000	0.00	0.00	0.00	0.00	22,000.00	
40-820-5700 MISCELLANEOUS/WWF	1,500	0.00	0.00	0.00	0.00	1,500.00	
40-820-7900 TRAINING/PLANT OPR	2,500	0.00	0.00	0.00	0.00	2,500.00	
40-820-8000 CONTRACTED LAB TESTING	65,000	0.00	9,796.12	12,142.22	12,142.22	52,857.78	19%
40-820-8100 WWF MINOR PERMIT FEE	3,750	0.00	0.00	0.00	0.00	3,750.00	
WASTEWATER DEPT Totals:	670,236	0.00	29,435.29	52,147.94	52,147.94	618,088.06	8%

Budget vs Actual

Section 3, Item c.

Town of Warsaw
9/9/2026 10:04:54 AM

Page 21 Of 24

Period Ending 8/31/2026

40 WASTEWATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
40-900-0025 TRANSFER TO FUND 30	13,787	0.00	0.00	0.00	0.00	13,787.00	
CONTINGENCY Totals:	13,787	0.00	0.00	0.00	0.00	13,787.00	

Budget vs Actual

Town of Warsaw
9/9/2026 10:04:54 AM

Period Ending 8/31/2026

40 WASTEWATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
40-998-0001 CAPITAL OUTLAYS/WWF	85,500	0.00	0.00	12,998.00	12,998.00	72,502.00	15%
40-998-0007 TRANSFER TO WASTEWATER RESERVES	55,625	0.00	0.00	0.00	0.00	55,625.00	
CAPITAL ITEM EXPENSE Totals:	141,125	0.00	0.00	12,998.00	12,998.00	128,127.00	9%

Budget vs Actual

Section 3, Item c.

Town of Warsaw
9/9/2026 10:04:54 AM

Page 23 Of 24

Period Ending 8/31/2026

40 WASTEWATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
40-999-0002 BOND PAY/GEN OBLIGATION 2004B	95,572	0.00	0.00	0.00	0.00	95,572.00	
40-999-0005 BOND PAY/GEN OBLIGATION 2013	0	0.00	0.00	48,152.00	48,152.00	(48,152.00)	
40-999-0007 W/W VEHICLE LOAN PAYMENT FY26 (5YRS)	13,200	0.00	1,680.56	1,680.56	1,680.56	11,519.44	13%
40-999-0008 LOAN PAYMENT - TRUCK (FY27 5 YEARS)	6,600	0.00	0.00	0.00	0.00	6,600.00	
DEBT SERVICE Totals:	115,372	0.00	1,680.56	49,832.56	49,832.56	65,539.44	43%

Budget vs Actual

Section 3, Item c.

Town of Warsaw
9/9/2026 10:04:54 AM

Period Ending 8/31/2026									
Expenses Totals:		940,520	0.00	31,115.85	114,978.50	114,978.50	825,541.50	12%	
40 WASTEWATER FUND	Revenues Over/(Under) Expenses:			47,595.45	42,809.84	42,809.84			

WARSAW REVOLVING-LOAN FUNDS

Monthly Financial Statement

Period (from / to): **8/1/26** **8/31/26**

Description	
Number of Active Loans	5
Balance Beginning of Month	\$ 960.00
Principal Received During Period	\$ 645.08
Interest Received During Period	\$ 54.92
Fees Received During Period	\$ -
Total Funds Received During Period	\$ 700.00
Disbursement to Warsaw	\$ -
PDC Fee During Period	\$ (40.00)
Funds Available to Loan Out	\$ 1,620.00

Available to lend:
\$31,292.04

	Summary of Loans	Received This Period	Balance	Current?
1	Relish - #234	\$ 300.00	\$ 2,525.09	YES
2	Pitts - #235	\$ -	\$ 0.00	REPAID
3	Moore - #237	\$ -	\$ -	REPAID
4	Dunbrooke LLC - #242	\$ -	\$ -	REPAID
5	Beale/Old Rapp. - #244	\$ -	\$ 463,729.98	NO
6	Cleary - #251	\$ -	\$ -	REPAID
7	Teresa's Nails - #261		\$ 6,274.00	YES
8	Relish - #264	\$ 400.00	\$ 19,299.13	YES
		\$ 700.00	\$ 491,828.20	



MEMORANDUM

TO: Warsaw Town Council

FROM: Joseph N. Quesenberry, Town Manager

DATE: 09/10/2026

RE: Town Manager's Report

Dear Council Members,

Please find my Town Manager's report for the month of July and the beginning of August. As always, please let me know if you have any questions or wish to discuss any items further.

1. Basketball Court Ribbon Cutting

Thank you to the Council and Town Staff members that attended the ribbon cutting ceremony for the new basketball courts at RCC! We now have a modern sports complex with tennis courts, a basketball court, sand volleyball, baseball/softball, and walking trails, all in the heart of our downtown. We thank you for your commitment to our outdoor recreation in Warsaw & Richmond County!

2. Hotel Project

We continue to have positive movement regarding a boutique hotel project in our downtown area. As we all know, hotels and similar overnight accommodations bring outside revenue and foot traffic to our Town, helping us to provide resiliency to our small business community. We will discuss this project further in Closed Session.

3. Town Leadership Retreat

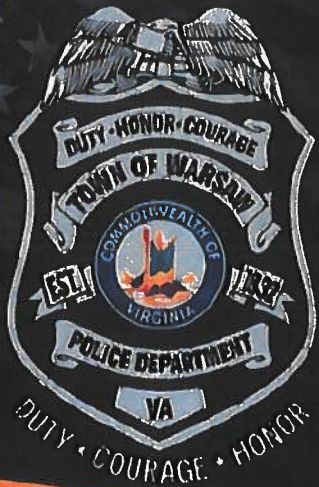
The Town was pleased to welcome Emily Groo with Zelos as we reviewed the results of our Town Leadership's Myers-Briggs Personality Type Indicator, helping us to review best methods for communication and how to move forward in a collaborative manner that's respectful of each type. We had a great time working together and look forward to utilizing these new tools to best serve our organization.

4. Old Rapp Update

As requested at last month's meeting, we have an update from our attorney regarding Old Rapp and past due meals tax remittances. The Town plans to file suit within the next thirty days for all past due meals tax collections, water and sewer bills, and for the IRF loan. As soon as the court date is set, I will send it to each of you via email. At this time, we estimate that these three (3) amounts equal nearly \$100,000 owed to the Town. This is of paramount importance to us, and we plan to exercise every avenue possible in collecting these debts.

5. Finance Manager

The Town is excited to welcome Holleigh Fogarty as our next Finance Manager! Ms. Fogarty has a vast array of knowledge within local and state government, having worked for agencies such as Virginia ABC, Virginia State Police, Richmond County Commissioner of Revenue's office, etc. We will officially welcome her in person at our next month's meeting.



WARSAW

POLICE DEPARTMENT

★ MONTHLY ACTIVITY REPORT ★

AUGUST 2026



CALLS FOR SERVICE

436



SIGNIFICANT INCIDENTS

6



TRAFFIC ACTIVITY

49



COMMUNITY ENGAGEMENT

303



SIGNIFICANT INCIDENTS / CHARGES

DATE	CASE #	OFFENSE	BLK / STREET
08/20/2026	2026-000081	Domestic	97 Block Jones Lane
08/24/2026	2026-000082	Shoplifting	5700 Block Richmond Road
08/25/2026	2026-000083	Embezzlement	6600 Block Richmond Road
08/25/2026	2026-000084	Embezzlement	5000 Block of Richmond Road
08/25/2026	2026-000085	Wanted Person	400 Block Main Street
08/28/2026	2026-000086	Domestic	97 Block Jones Lane

TRAFFIC ENFORCEMENT

49

• Reckless Driving	2
• Distracted Driving	4
• Speeding	14
• Expired Inspection	2
• Expired/Improper VA Registration	2 / 2
• Town Citations Issued/Warning	2 / 2
• All Other Traffic Summons	14
• Traffic Crashes	5

COMMUNITY ENGAGEMENT

303

Neighborhood Select Patrols	13
Business Checks	260
Directed Patrols	27
Community Events	3

Focused on visibility, neighborhood reassurance, and business outreach across the Town of Warsaw.



Joseph N. Quesenberry
Town Manager

Melissa Coates
Assistant Town Manager

Julia Blackley – Rice
Treasurer & Clerk

Barry Radden
Chief of Police

Sands Anderson Law
Town Attorney



COUNCIL MEM Section 5, Item d.

Randall L. Phelps - Mayor

Paul G. Yackel - Vice Mayor

Mary Beth Bryant

Jonathan English

Daphne Palmore

Ralph W. Self

Patrick Stone

Robert Walters

78 Belle Ville Lane, Warsaw, VA 22572 | P.O. Box 730 | Phone - (804) 333-3737 | <http://www.townofwarsaw.com>

TO: Warsaw Town Council

FROM: Jesse Schools, Director of Public Works

DATE: 9/10/2026

RE: Public Works Report

Dear Council Members:

Please find my Public Works Report for the month of August. Please let me know if you have any questions or concerns.

-WWTP

Monthly Numbers

Average daily Influent flow for August – 205,600 gallons, an increase of 1,100 gals from the month of July average daily flow.

Maximum influent flow for August – 245,900 gallons, a decrease of 57,200 gals from the month of July max flow.

Nutrient Sampling Results

For August the average effluent Total Nitrogen (TN) concentration was 2.28 mg/l, within the limits of our permit.

For August the average effluent Total Phosphorus (TP) concentration was 0.09 mg/l, within the limits of our permit.

Monthly Operations and Maintenance

Groundwater samples were collected from our six GWM wells for laboratory analysis to complete sampling for the third quarter.

Fidelity Power Systems inspected and serviced treatment plant generator.

Orders were placed on supplier lead times and installation times to avoid delays.

Operators serviced plant equipment as required by our preventive maintenance program.

Plant staff assisted the water department with recording water meter readings.

Plant effluent samples collected and analyzed during August met all permit discharge limits.

Joseph N. Quesenberry
Town Manager

Melissa Coates
Assistant Town Manager

Julia Blackley – Rice
Treasurer & Clerk

Barry Radden
Chief of Police

Sands Anderson Law
Town Attorney



COUNCIL MEMO Section 5, Item d.

Randall L. Phelps - Mayor

Paul G. Yackel - Vice Mayor

Mary Beth Bryant

Jonathan English

Daphne Palmore

Ralph W. Self

Patrick Stone

Robert Walters

78 Belle Ville Lane, Warsaw, VA 22572 | P.O. Box 730 | Phone - (804) 333-3737 | <http://www.townofwarsaw.com>

-Water Department

Attached you will find the Water Loss Report, for the month of August we are at a 3% water loss. Department staff did daily chlorine checks of all four wells, along with two random samples each day throughout town.

Completion of state selected bacteria samples; all results came back absent.

Completed all Miss U's that came in for the month of June.

Delivered (10) lead and copper samples to be taken at state selected locations throughout town.

We are currently waiting for results of those.

Staff took (4) raw water samples, one from each well, and the results came back good.

Installed (5) cellular water meters throughout town to try the software out and how the meters themselves work.

-Refuse Department

For the month of July town staff made 15 trips to the landfill totaling 140 tons or 280,000 pounds of trash.

-Public Works (Maintenance)

Staff assisted with Monday and Thursday residential trash pickup.

Assisted with recording of monthly water meter readings.

Took care of the bathrooms and grounds at the Town Park.

Watering of all flowers in town.

Cutting all grass at Town owned facilities.

Continuing edging and cleaning sidewalks throughout town.

Installed the memorial plaque for Rebecca at our Town Dog park, landscaping for it is coming soon.

Fixed a broken main irrigation line at The Bounds.

Replaced the door and door frame at our Woodland Heights pump station.

Monthly Water Loss Report

Section 5, Item d.

Water System: **Town Of Warsaw**

For the Month of: **August**

Year: **2026**

Water Produced this month:

5,920,800 gallons

Water Purchased this month:

0 gallons

A: Total Water Produced and Purchased =

5,920,800 gallons

Sold: Residential

5,686,200 gallons

Total Sold =

5,686,200 gallons

B: Difference: (Produced+Purchased) - Sold =

234,600 gallons

% Difference =

4 % total water loss

Gallons of Water Accounted For:

Breaks (Estimated Total)

0 gallons

Hydrant Flushing

0 gallons

Storage Tank/Clearwell overflow

0 gallons

Fire Hydrant Use

0 gallons

Fire Department Use

0 gallons

Leak adjustments

0 gallons

Maintenance shop

5,000 gallons

Sewer jetting

4,500 gallons

Town watering flowers

15,000 gallons

Office/Police Dept.

3,000 gallons

Pool

0 gallons

C: Total Gallons Accounted For =

27,500 gallons

Loss: Unaccounted-for Water: (B-C) =

207,100 gallons

% Loss: Unaccounted-for Water: (B-C)/A % =

3 % unaccounted - for loss

31 days in billing period

Gallons / Day Loss =

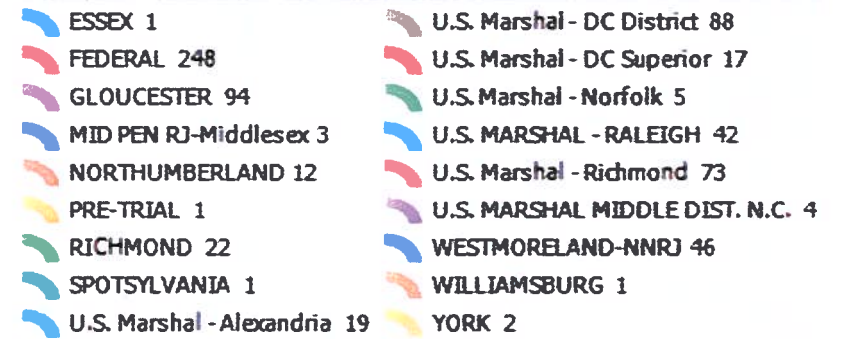
6,681 gallons/day

Gallons / Minute Loss =

5 gallons/min.

This spreadsheet is a product of the Technical Assistance Center for Water Quality at Western Kentucky University and the Kentucky Rural Water Association. Feel free to contact us at (270) 745-5948 or at <http://water.wku.edu/>. This spreadsheet may be freely distributed. Please let us know if you use it, like it, or have suggestions for improvement!

Breakdown by Housing Code





DATE OF ISSUE:	August 5, 2026
SUBMITTED BY:	Erik Gooch
PROJECT NAME:	74 Main Street Market Project
PROJECT NO.:	26805

PROPOSAL FOR SERVICES

PROJECT AND CLIENT INFORMATION

CLIENT Town of Warsaw	PROJECT ADDRESS 74 Main St Warsaw, VA 22572
OWNER CONTACTS Joseph Quesenberry - jquesenberry@town.warsaw.va.us Melissa Coates - mcoates@town.warsaw.va.us	PROJECT TEAM CONTACTS Stephen Durbin - sdurbin@sandsanderson.com Chase Long - chase@fultzsingharchitects.com Amrit Singh - amrit@fultzsingharchitects.com

EXECUTIVE SUMMARY

EG Construction Inc. is pleased to submit this proposal for the 74 Main Street Market Project for the Town of Warsaw. The project will renovate and revitalize the existing building at 74 Main Street into an indoor community market and restaurant space that supports the Town's Downtown Revitalization Plan. Our approach emphasizes proactive communication, experienced field supervision, quality control, schedule accountability, early procurement, and close coordination with the Town, design team, utility providers, and other project stakeholders.

CONTRACT SUM

One Million Two Hundred Sixty One Thousand Four Hundred Nine and 00/100 Dollars The Total Proposal Amount includes a \$106,899.00 contingency and a \$85,520.00 contractor fee, subject to the qualifications stated in this proposal.	\$1,261,409.00
--	-----------------------

Proposal validity: 15 calendar days from the Date of Issue unless extended in writing by EG Construction Inc. Contract documents are incorporated by reference but are not attached to this proposal at this time.

PROPOSAL FOR SERVICES - RESPONSE TO BID REQUEST, continued

Project Name / No.: 74 Main Street Market Project / N/A

LETTER OF INTEREST

August 5, 2026

Town of Warsaw

Attention: Joseph Quesenbery and Melissa Coates

74 Main St

Warsaw, VA 22572

RE: Letter of Interest - 74 Main Street Market Project

Dear Town of Warsaw Project Team:

EG Construction Inc. respectfully submits this Letter of Interest and accompanying proposal for the 74 Main Street Market Project. We are enthusiastic about the opportunity to partner with the Town of Warsaw in renovating and revitalizing the existing downtown building into an indoor community market and restaurant space that will serve residents, visitors, and local businesses for years to come.

We understand that the project is closely aligned with the Town's Downtown Revitalization Plan and will require disciplined construction management, clear communication, careful coordination within an existing building, and a strong focus on schedule. EG Construction will provide dedicated project management and field supervision, maintain transparent cost and change tracking, coordinate closely with the Town and Fultz Singh Architects, and identify decisions that could affect the December 15, 2026 Target Substantial Completion / Occupancy date.

Early utility and procurement coordination will be central to our approach. Permanent electrical service and power coordination with Dominion Energy will be treated as a major critical-path activity. The HVAC system is identified as the number one long-lead procurement item, followed by the overhead door as the number two long-lead item. Submittals, approvals, releases, and utility milestones will be tracked from project commencement.

EG Construction offers relevant experience with public, hospitality, and local renovation projects, including:

- Conversion of the Coggin Furniture Building into a Government Facility - Warsaw, Virginia - Project value: \$1,600,000.00.
- Bookies Sports Bar - Williamsburg, Virginia - Most recent project - Project value: \$625,000.00.
- Warsaw Town Council Building Kitchen Renovation - a close-to-home municipal renovation project.

We appreciate the opportunity to be considered and look forward to delivering a safe, well-coordinated, quality project that supports the Town's long-term vision for downtown Warsaw.

Respectfully submitted,

Erik Gooch**EG Construction Inc.****erikg@eg-construction.net**

PROPOSAL FOR SERVICES - RESPONSE TO BID REQUEST, continued

Project Name / No.: 74 Main Street Market Project / N/A

SCOPE OF WORK

EG Construction Inc. shall furnish the labor, supervision, project management, construction materials, tools, temporary facilities, safety measures, coordination, mobilization, cleanup, and contractor-provided equipment necessary to complete the work shown in the contract documents, except for equipment specifically identified as Owner-furnished. The Scope of Work includes the work shown in the bid and contract documents issued for the 74 Main Street Market Project, including architectural documents prepared by Fultz Singh Architects and other project consultants, together with written addenda and clarifications issued before execution of this proposal.

Included construction includes, but is not limited to:

- Project mobilization, site logistics, temporary protection, construction supervision, and coordination of subcontractors and inspections.
- Site preparation, layout, excavation, backfill, compaction, grading, and related work shown in the contract documents.
- Foundation construction, including excavation, footers, reinforcing, foundation walls, slabs, and associated concrete work.
- All concrete construction shown, including structural concrete, slabs, pads, walks, curbs, and incidental concrete required for a complete installation.
- Structural framing, blocking, sheathing, connectors, miscellaneous carpentry, and related structural work.
- Exterior wall systems, siding, trim, weather barriers, flashing, sealants, and associated exterior finishes.
- Roof framing, roof coverings, underlayment, flashing, drainage components, penetrations, and related roofing work.
- Thermal and acoustical insulation, air-sealing, vapor-control components, and related work shown in the documents.
- Interior partitions, ceilings, wall finishes, trim, doors, frames, hardware, and other interior construction shown in the documents.
- Mechanical, electrical, plumbing, fire/life-safety, and utility-related construction shown in the documents, including normal supports, rough-ins, final connections, testing, and coordination.
- Installation of all utility equipment, appliances, fixtures, and other equipment furnished by the Owner, where shown or reasonably required by the contract documents.
- Coordination with the Owner, Architect, inspectors, utility providers, and authorities having jurisdiction as necessary to complete the project.
- Construction cleaning, debris removal, punch-list correction, closeout documentation, and delivery of the completed work ready for its intended use.

CONTRACT DOCUMENTS AND SCOPE INTERPRETATION

The Total Proposal Amount is based on the bid and contract documents issued for the 74 Main Street Market Project and the information provided by the Town of Warsaw before the Date of Issue. The documents are incorporated by reference for scope definition but are not physically attached to this proposal. Work added by later revisions, bulletins, sketches, addenda, substitutions, code directives, utility-provider requirements, or Owner requests shall be evaluated for price and schedule impact before performance. Where the documents reasonably imply incidental work required for a complete and functional installation, such incidental work is included unless expressly excluded herein.

PROJECT UNDERSTANDING

The Town of Warsaw is advancing the Warsaw Community Market concept to renovate and revitalize the existing building at 74 Main Street in the heart of downtown Warsaw. The planned conversion will create an indoor community market and restaurant space that supports the Downtown Revitalization Plan and provides a durable community asset. The work requires thoughtful existing-building coordination, timely utility decisions, careful sequencing, and continuous communication among the Town, design team, contractors, vendors, inspectors, and utility providers.

RELEVANT PROJECT EXPERIENCE

- Conversion of the Coggin Furniture Building into a Government Facility, Warsaw, VA - \$1,600,000.00.
- Bookies Sports Bar, Williamsburg, VA - Most recent project - \$625,000.00.
- Warsaw Town Council Building Kitchen Renovation - local municipal renovation experience.

EG CONSTRUCTION COMMITMENT

EG Construction is committed to delivering a quality project through proactive communication, detailed project management, experienced supervision, and quality craftsmanship. Our objective is to provide a complete, code-compliant facility while maintaining schedule, budget, jobsite safety, and respect for the Town's operations and the surrounding downtown community. We believe successful projects are built on transparency, responsiveness, and cooperation with the Owner, Architect, design team, subcontractors, utility providers, and inspectors.

DEDICATED PROJECT MANAGEMENT

A dedicated Project Manager and Superintendent will oversee the project from permitting and preconstruction coordination through final completion. EG Construction will coordinate subcontractors, procurement, inspections, Owner decisions, Architect responses, utility-provider requirements, quality-control observations, schedule updates, and closeout activities. Bi-weekly progress meetings will be conducted with the Town and appropriate project stakeholders. Meeting discussions will address safety, schedule, procurement, utility coordination, pending decisions, changes, quality items, and upcoming work.

- Single-point accountability for day-to-day project coordination.
- Regular schedule and procurement updates, including early identification of long-lead items.
- Documented tracking of requests for information, selections, submittals, inspections, and change orders.
- Prompt communication of conditions that may affect cost, quality, or schedule.

QUALITY ASSURANCE

All work shall be performed in a professional and workmanlike manner in accordance with the contract documents, the Virginia Uniform Statewide Building Code and other applicable codes in effect at the time of permitting, local requirements, approved submittals, and manufacturer installation instructions. EG Construction will coordinate required inspections, review completed work for conformity, and correct deficiencies attributable to its work before final acceptance.

WORKMANSHIP WARRANTY

EG Construction warrants its workmanship for one (1) year from the date of Substantial Completion, unless a longer period is expressly required by the contract documents. Manufacturer and supplier warranties received by EG Construction will be transferred or made available to the Owner at closeout. The workmanship warranty does not cover normal wear, abuse, lack of maintenance, Owner-furnished equipment defects, work altered by others, or conditions outside EG Construction's control.

CLOSEOUT AND TURNOVER

At completion, EG Construction will coordinate final inspections, correct punch-list items, remove construction debris, deliver available warranties and closeout information, and provide the Owner with a completed project suitable for its intended use. Punch-list items are expected to be completed within two (2) weeks after issuance of the final punch list unless material lead times, access restrictions, or other circumstances require a mutually agreed extension.

PROJECT SCHEDULE

The Target Substantial Completion / Occupancy date is December 15, 2026. EG Construction will prepare and maintain a detailed working schedule organized around that milestone and will promptly communicate material changes to the Town. Achievement of the target date is based on timely notice to proceed, permit issuance, site access, Owner and design-team decisions, inspections, utility coordination, release of long-lead equipment, and delivery of Owner-furnished items.

The Contract Time shall be equitably extended for delays beyond EG Construction's reasonable control, including severe or unusual weather, labor disruptions, material shortages, utility-provider delays, inspection delays not caused by EG Construction, concealed conditions, changes in law or code interpretation, emergency conditions, force majeure events, Owner-directed changes, late Owner decisions, or late/incomplete Owner-furnished equipment. Any condition that threatens the December 15, 2026 milestone will be identified and communicated as early as reasonably possible.

CRITICAL PATH AND LONG-LEAD ITEMS

Major Critical-Path Item - Utilities and Permanent Power: Existing and required utility conditions must be identified early. Permanent electrical service, available capacity, service configuration, transformer or infrastructure requirements, meter release, inspections, and energization will be coordinated with Dominion Energy. Delayed utility decisions, engineering, approvals, easements, fees, or field work may directly affect commissioning and the December 15, 2026 occupancy target.

- Long-Lead Priority No. 1 - HVAC System: Expedite design confirmation, submittals, equipment selections, approvals, release, delivery, startup, and controls coordination.
- Long-Lead Priority No. 2 - Overhead Door: Expedite field verification, shop drawings, color and finish selections, approval, fabrication, delivery, and installation.

PROPOSAL VALUE AND BILLING

Base Construction Cost	\$1,068,990.00
Contingency	\$106,899.00
Contractor Fee	\$85,520.00
Total Proposal Amount	\$1,261,409.00

Payment Terms

Per executed agreement

EG Construction will submit monthly progress payment applications based on an approved schedule of values and the percentage of work completed, including properly stored materials where applicable. The \$106,899.00 contingency is included within the Total Proposal Amount and shall be used only for authorized project costs, concealed conditions, scope clarifications, or other approved needs; any unused contingency will be reconciled in the final accounting unless otherwise established by the executed agreement. The \$85,520.00 contractor fee is included within the Total Proposal Amount. Final payment is due upon final completion and delivery of customary closeout documentation, subject to approved changes and prior payments.

CHANGES IN THE WORK

Work outside the defined scope shall be performed only after written authorization through a Change Order or Construction Change Directive. Change documentation will describe the added or deleted work and, when applicable, the adjustment to the Contract Sum and Contract Time. The Owner is requested to approve or reject a proposed change within two (2) business days when the decision affects active work. EG Construction is not responsible for schedule impacts caused by delayed decisions. Except for emergency measures required to protect life or property, changed work will not proceed until authorized in writing.

ALLOWANCES, SUBSTITUTIONS, AND SELECTIONS

Any allowance, alternate, substitution, or Owner selection shall be documented before purchase or installation. Substitutions are subject to Architect and Owner approval and may affect price, warranty, lead time, or appearance. Owner selections and approvals must be made in time to support the project schedule.

EXCLUSIONS AND OWNER RESPONSIBILITIES

1. **Owner-Furnished Equipment:** Equipment specifically designated in the contract documents as Owner-furnished shall be procured and delivered by the Owner and installed by EG Construction only where included in the defined scope. The Owner is responsible for timely procurement, completeness, suitability, compatibility, and manufacturer warranties for Owner-furnished equipment. Missing parts, concealed damage, defective equipment, incompatibility, specialty commissioning, storage, redesign, or delayed delivery may require a Change Order and schedule extension.
2. **Post-Proposal Document Changes:** Revisions, addenda, bulletins, sketches, directives, utility-provider requirements, or design changes issued after the Date of Issue are excluded unless incorporated by written amendment or Change Order.
3. **Concealed or Unknown Conditions:** Conditions that could not reasonably be observed or determined from the contract documents and normal preconstruction review, including concealed deterioration, undocumented utilities, unsuitable soils, or hidden structural conditions, are excluded from the Contract Sum and will be addressed through the change process.
4. **Hazardous Materials:** Testing, removal, transportation, or remediation of asbestos, lead, mold, contaminated soil, or other regulated hazardous materials is excluded unless expressly shown and quantified in the contract documents.
5. **Owner, Utility, and Third-Party Work:** Work performed by the Owner, separate contractors, utility companies, or vendors remains their responsibility. EG Construction will coordinate such work when reasonably required but is not responsible for their performance, warranties, delays, or damage. Dominion Energy engineering, service upgrades, transformer work, meter release, easements, utility fees, and energization activities are subject to the utility provider's requirements and schedule unless expressly included in the contract documents.

NOTES AND CAVEATS

- The Scope of Work was determined from the bid and contract documents issued for the 74 Main Street Market Project and the information provided by the Town of Warsaw before the Date of Issue.
- The Total Proposal Amount includes anticipated escalation for the defined scope. Owner delay, extraordinary market disruption, new tariffs, discontinued products, or mandatory substitutions occurring after acceptance may be evaluated through the change process when beyond the reasonable contemplation of the parties.
- Material and equipment lead times will be monitored and communicated. The highest-priority long-lead items are the HVAC system and the overhead door. EG Construction is not responsible for delays caused by unavailable, backordered, discontinued, or late-delivered products when reasonable procurement efforts have been made.

PROPOSAL FOR SERVICES - RESPONSE TO BID REQUEST, continued
Project Name / No.: 74 Main Street Market Project / N/A

- The Owner shall provide timely access to the site, designated decision-makers, required approvals, and unobstructed areas for performance of the work.
- EG Construction will maintain the work area in an orderly condition and remove construction-generated debris. Final cleaning is limited to construction cleaning unless otherwise required by the contract documents.
- This proposal and the referenced contract documents together express the scope and commercial basis of the offer. In the event of a conflict, a subsequently executed written agreement or Change Order shall control.

VALUE COMMITMENT

EG Construction has prepared this proposal with the intent of providing a complete project with clear accountability and minimal Owner-directed change orders. Our goal is to identify issues early, maintain open communication, coordinate decisions before they affect field production, and deliver a successful project that meets the Owner's expectations for quality, schedule, and value.

PROPOSAL ACCEPTANCE

Should this proposal meet your approval, please sign and date below and return a copy to Erik Gooch at erikg@eg-construction.net. Upon acceptance, EG Construction will countersign and return a fully executed copy for the Town's records. The parties acknowledge that the Scope of Work is based on the bid and contract documents issued for the 74 Main Street Market Project; the documents are incorporated by reference but are not attached to this proposal at this time.

EG CONSTRUCTION REPRESENTATIVE SIGNATURE	DATE SIGNED
PRINTED / TYPED NAME	TITLE
EG CONSTRUCTION LICENSE NUMBER	EMAIL

TOWN OF WARSAW ACCEPTANCE

OWNER AUTHORIZED SIGNATURE	DATE
PRINTED / TYPED NAME	TITLE
ORGANIZATION	EMAIL

ACCEPTED CONTRACT SUM: \$1,261,409.00

Accepted Scope: All work described in this proposal and the referenced 74 Main Street Market Project bid and contract documents, subject to the stated exclusions, assumptions, contingency provisions, and approved changes.

EG Construction Inc. | Experience You Can Trust



APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE 1 OF 2 PAGES

TO OWNER:
Joseph N. Quesenberry
jquesenberry@town.warsaw.va.us

PROJECT:
74 Main Street Market Project

APPLICATION NO:
NA

PERIOD TO:
NA

PROJECT NOS:
NA

CONTRACT DATE: NA

FROM CONTRACTOR:
EG Construction Inc
PO Box 1782
Tappahannock, VA 22560

ARCHITECT:
Fultz&Singh Architects
1212 Westover Hills Blvd
Richmond, Virginia 23225

Distribution to

X

OWNER

X

ARCHITECT

CONTRACTOR

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract Continuation Sheet, AIA Document G703, is attached

1 ORIGINAL CONTRACT SUM

\$ 1,261,409.00

2 Net change by Change Orders

\$ 0.00

3 CONTRACT SUM TO DATE (Line 1 + 2)

\$ 1,261,409.00

4 TOTAL COMPLETED & STORED TO DATE (Column G on G703)

\$ \$0.00

5 RETAINAGE:

a % of Completed Work (Column D + E on G703)

\$ 0

b % of Stored Material (Column F on G703)

\$ 0

Total Retainage (Lines 5a + 5b or Total in Column J of G703)

\$ 0.00

6 TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)

\$ 0.00

7 LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)

\$

8 CURRENT PAYMENT DUE

\$ 0.00

9 BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)

\$ 1,261,409.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due

CONTRACTOR

EG Construction Inc

By

Date

State of

Virginia

County of

Subscribed and sworn to before me this

day of

Notary Public

My Commission expires

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated the quality of the Work is in accordance with the Contract Documents, and the Contractor

is entitled to payment of the AMOUNT CERTIFIED

AMOUNT CERTIFIED \$

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheets that are changed to conform with the amount certified.)

By

Date

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month		
TOTALS	\$0.00	\$0.00
NET CHANGES by Change Order	\$0.00	

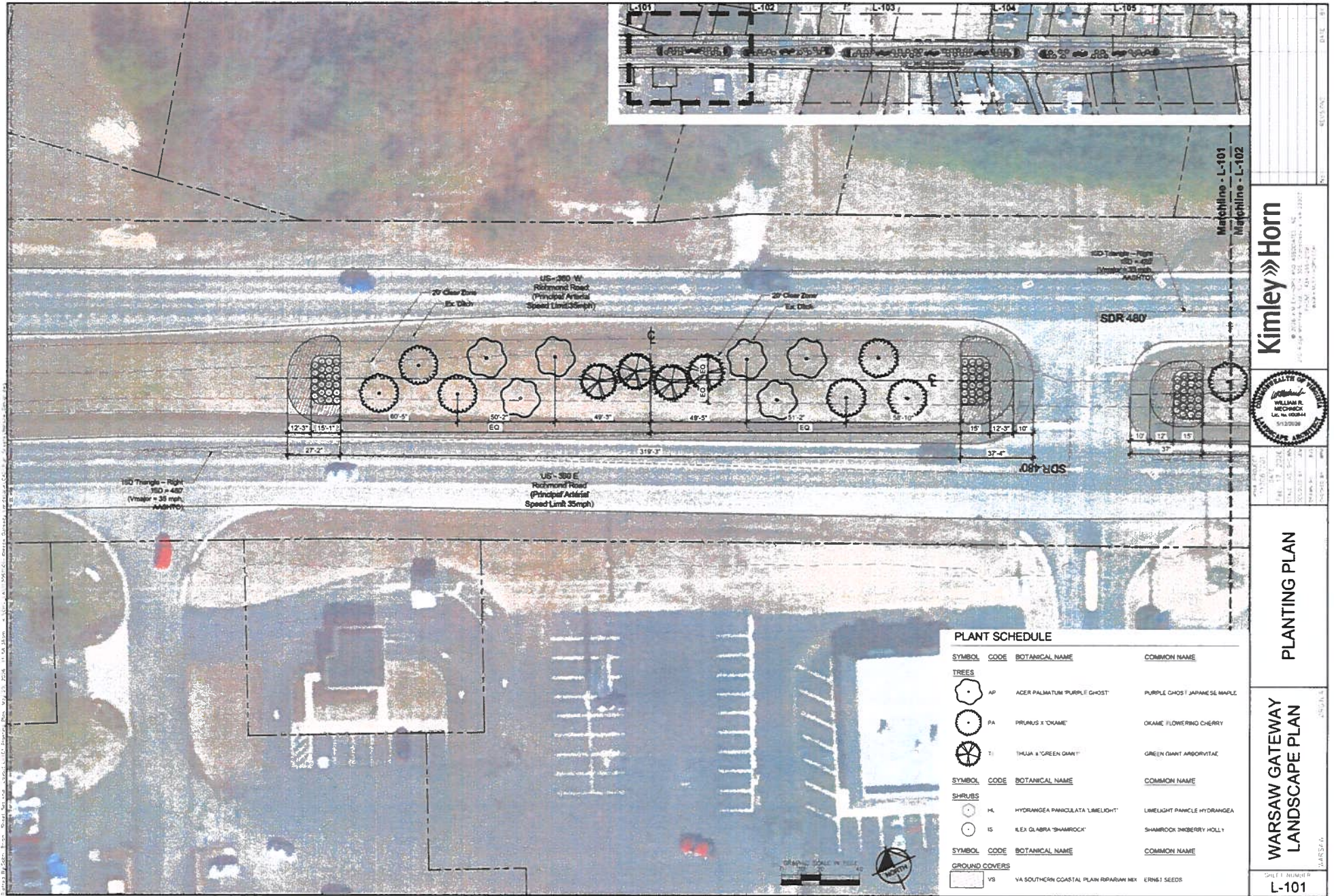
CONTINUATION SHEET

AIA DOCUMENT G703 (Instructions on reverse side)

Page 2 of 2 Pages

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT containing Contractor's signed Certification, is attached. APPLICATION NO.: NA
In tabulations below, amounts are stated to the nearest dollar. APPLICATION DATE: NA
Use Column I on Contracts where variable retainage for line items may apply. PERIOD TO: NA
ARCHITECT'S PROJECT NO.: NA

A	B	C	D	E	F	G	H	I	J	
ITEM NO	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G / C)	BALANCE FINISH	TO (C - G)	RETAINAGE (IF VARIABLE) RATE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD						
001	01 GENERAL REQUIREMENTS	\$90,350.00				\$0.00	0%	\$90,350.00		\$0.00
002	02 EXISTING CONDITIONS	\$35,140.00				\$0.00	0%	\$35,140.00		\$0.00
003	03 CONCRETE	\$21,000.00				\$0.00	0%	\$21,000.00		\$0.00
004	04 MASONRY	\$15,000.00				\$0.00	0%	\$15,000.00		\$0.00
005	05 METALS	\$42,000.00				\$0.00	0%	\$42,000.00		\$0.00
006	06 WOOD, PLASTICS, AND COMPOSITES	\$61,000.00				\$0.00	0%	\$61,000.00		\$0.00
007	07 THERMAL AND MOISTURE PROTECTION	\$40,500.00				\$0.00	0%	\$40,500.00		\$0.00
008	08 OPENINGS	\$46,000.00				\$0.00	0%	\$46,000.00		\$0.00
009	09 FINISHES	\$86,000.00				\$0.00	0%	\$86,000.00		\$0.00
010	10 SPECIALTIES	\$29,000.00				\$0.00	0%	\$29,000.00		\$0.00
011	11 EQUIPMENT	\$11,000.00				\$0.00	0%	\$11,000.00		\$0.00
013	13 SPECIAL CONSTRUCTION	\$35,000.00				\$0.00	0%	\$35,000.00		\$0.00
016	22 PLUMBING	\$102,000.00				\$0.00	0%	\$102,000.00		\$0.00
017	23 HVAC	\$240,000.00				\$0.00	0%	\$240,000.00		\$0.00
019	26 ELECTRICAL	\$188,000.00				\$0.00	0%	\$188,000.00		\$0.00
021	27 COMMUNICATIONS	\$5,000.00				\$0.00	0%	\$5,000.00		\$0.00
022	31 EARTHWORK	\$8,500.00				\$0.00	0%	\$8,500.00		\$0.00
023	32 EXTERIOR IMPROVEMENTS	\$10,000.00				\$0.00	0%	\$10,000.00		\$0.00
024	33 UTILITIES	\$3,500.00				\$0.00	0%	\$3,500.00		\$0.00
025	CONTINGENCY (10%)	\$106,899.00				\$0.00	0%	\$106,899.00		\$0.00
026	CONTRACTOR FEE (8%)	\$85,520.00				\$0.00	0%	\$85,520.00		\$0.00
027						\$0.00	#DIV/0!		\$0.00	\$0.00
028						\$0.00	#DIV/0!		\$0.00	\$0.00
029						\$0.00	#DIV/0!		\$0.00	\$0.00
030						\$0.00	#DIV/0!		\$0.00	\$0.00
	Subtotal this page:	\$1,261,409.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$1,261,409.00		\$0.00



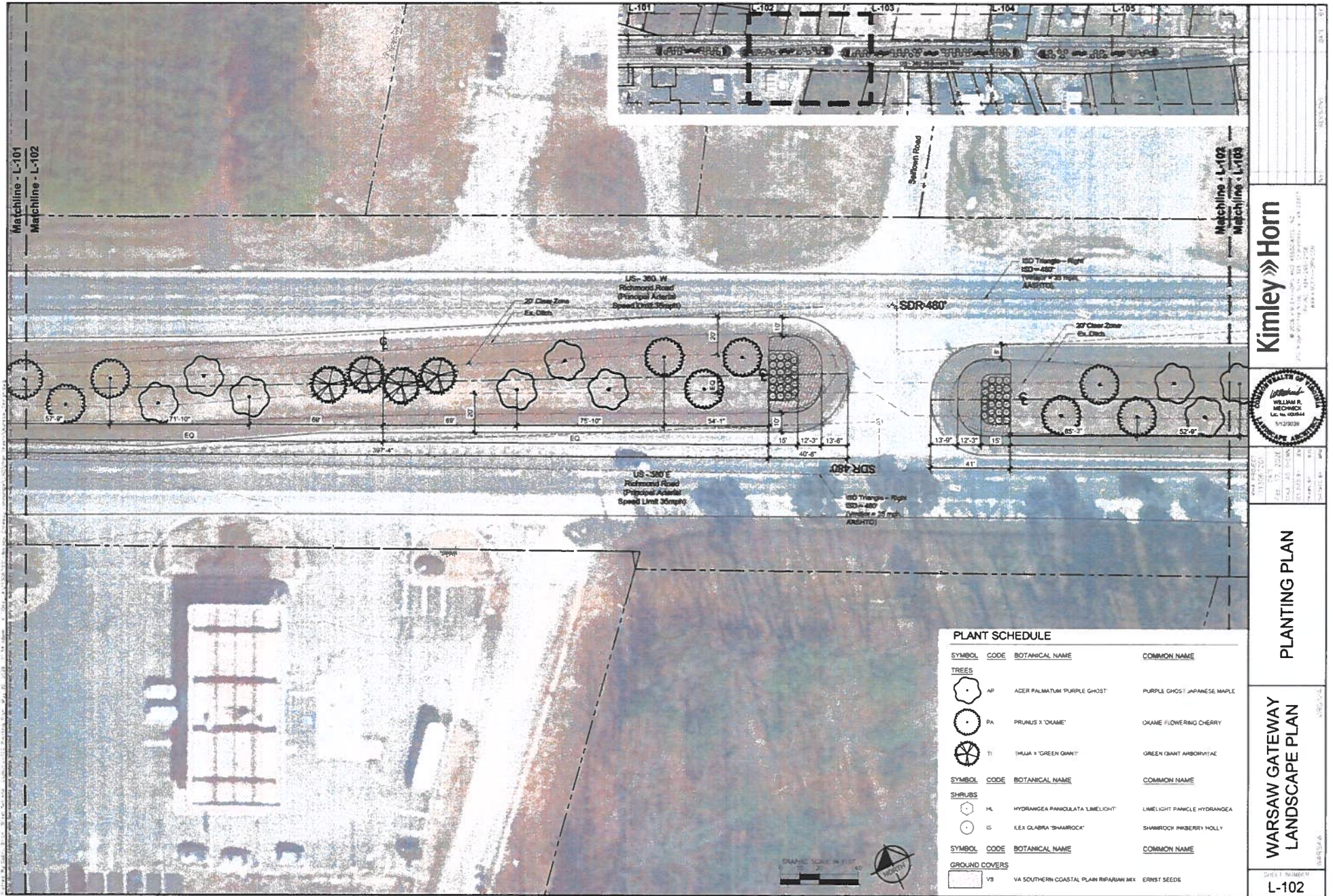
Kimley»Horn



PLANTING PLAN

WARSAW GATEWAY
LANDSCAPE PLAN

SHEET NUMBER
L-101



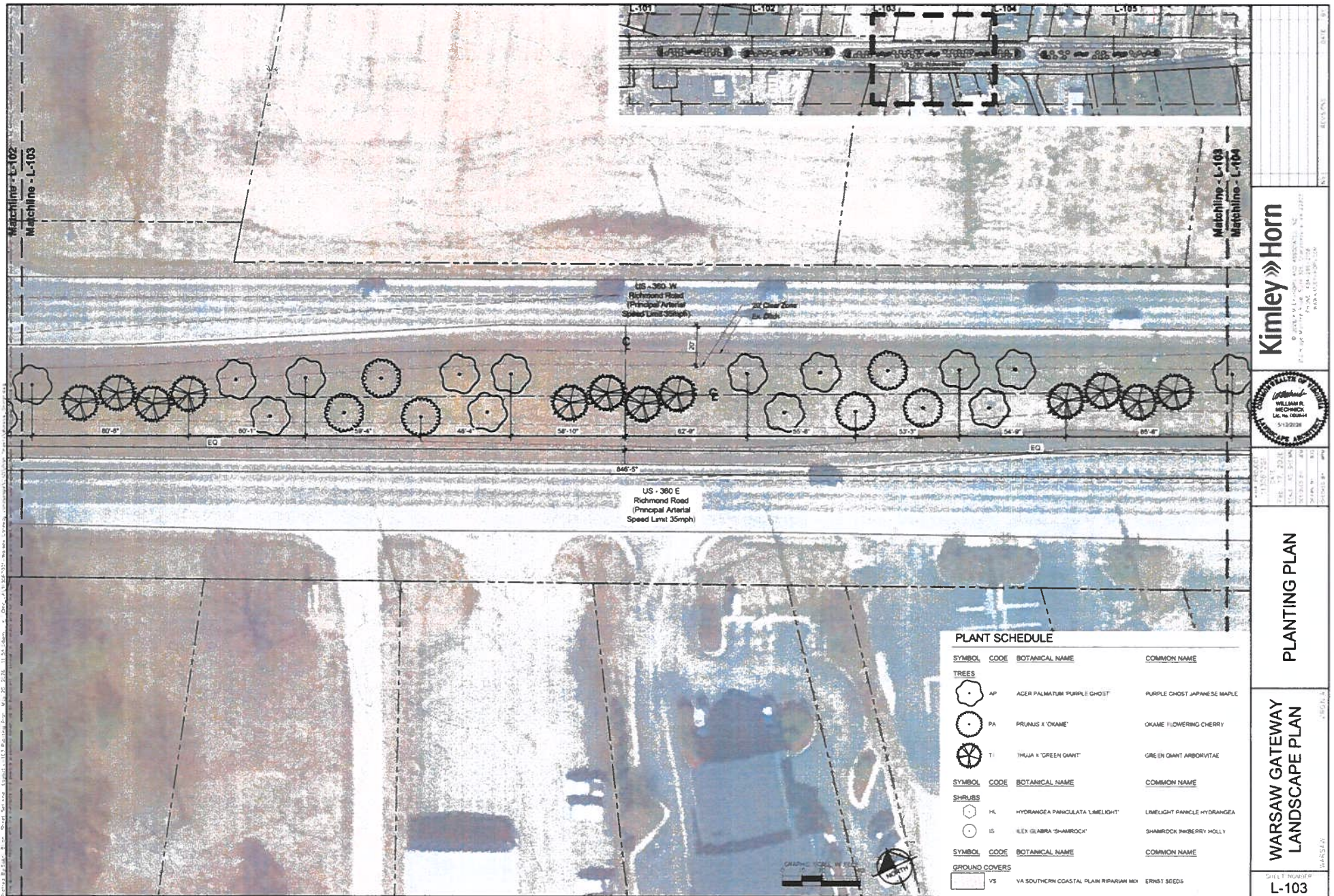
Kimley»Horn

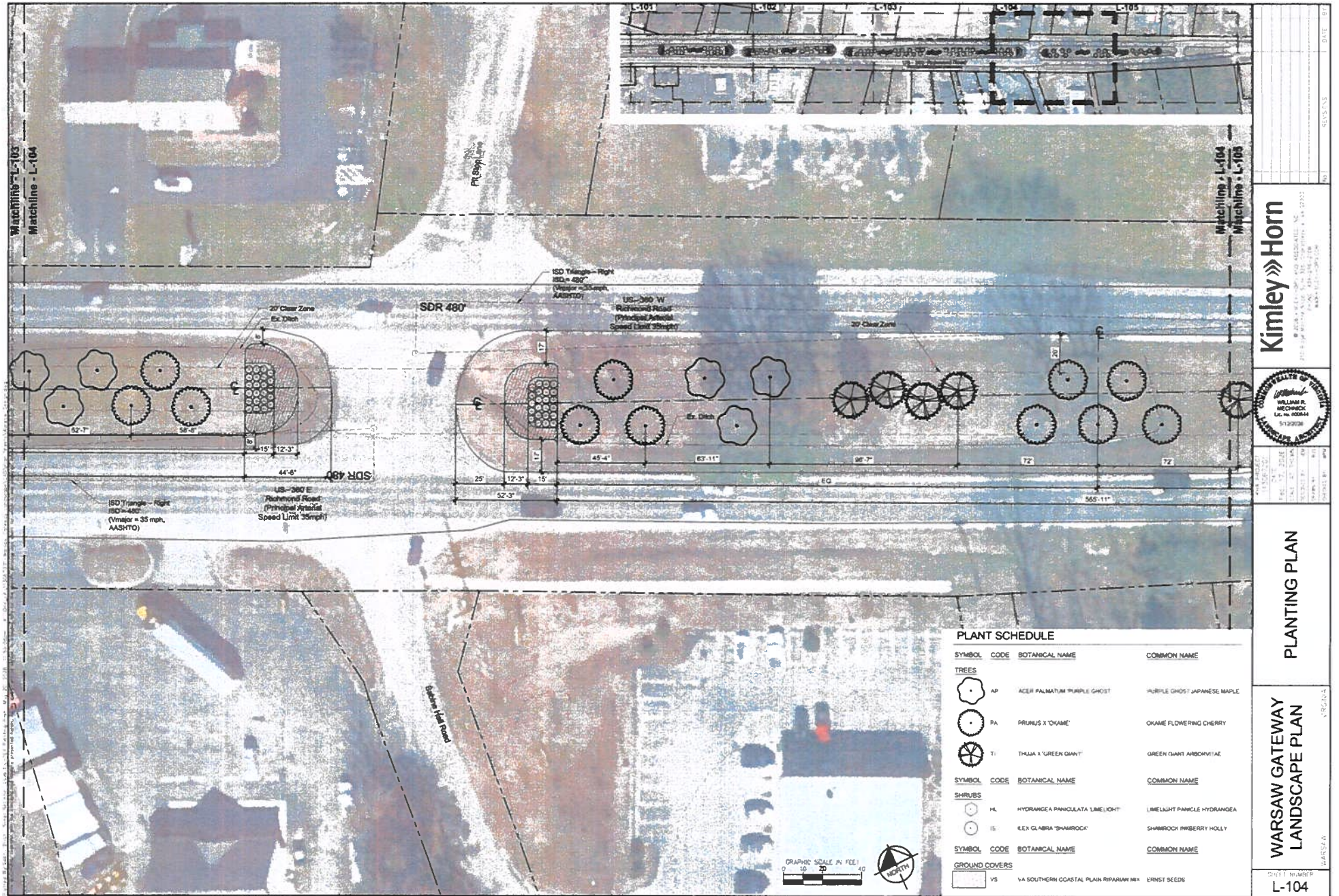


PLANTING PLAN

WARSAW GATEWAY
LANDSCAPE PLAN

L-102





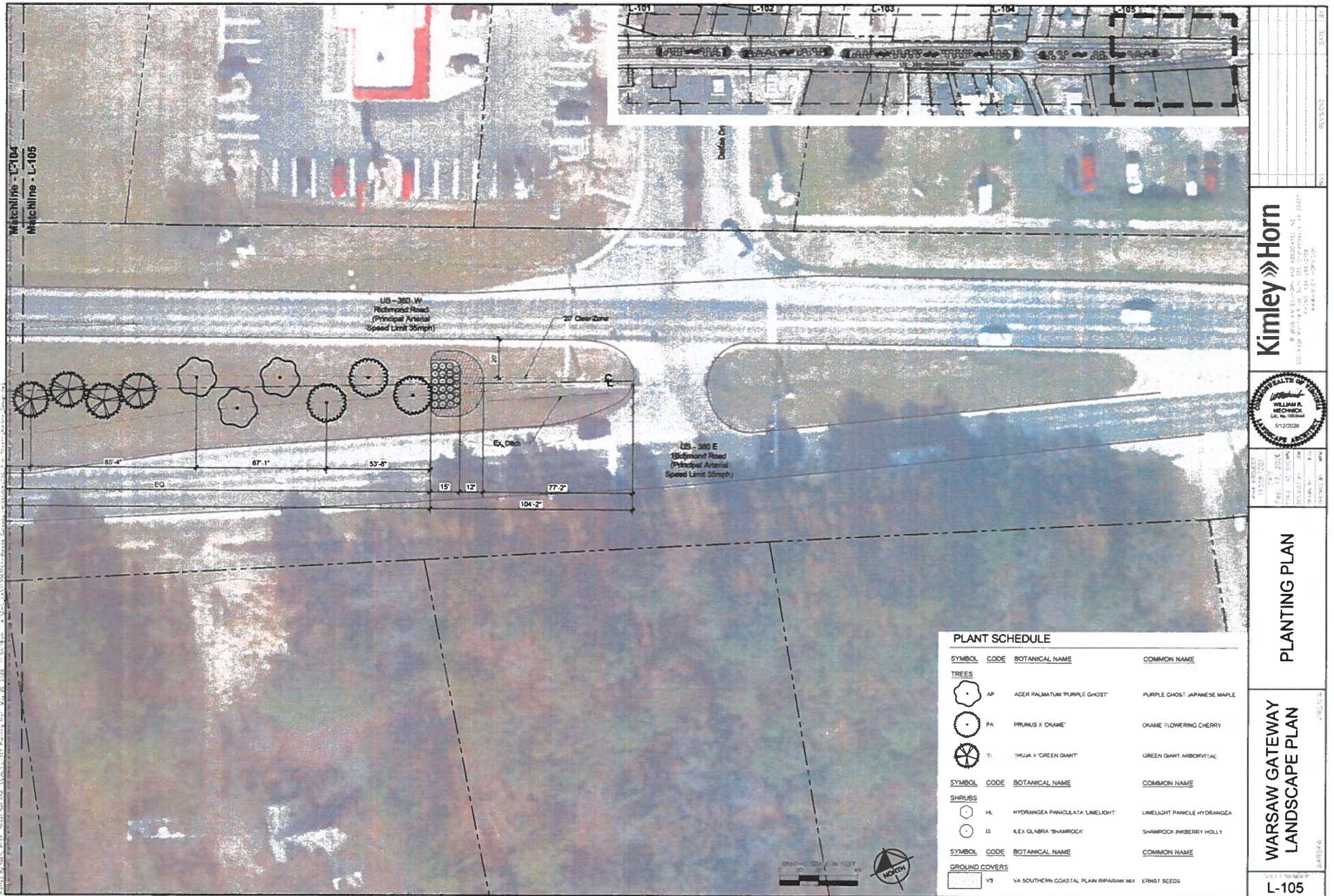
Kimley»Horn



PLANTING PLAN

**WARSAW GATEWAY
LANDSCAPE PLAN**

L-104



Kimley»Horn



PLANTING PLAN

**WARSAW GATEWAY
LANDSCAPE PLAN**

L-105

LANDSCAPE NOTES

- THE CONTRACTOR SHALL CONTACT MISS UTILITY (1-800-352-7001) A MINIMUM OF 48 HOURS PRIOR TO THE COMMENCEMENT OF ANY EXCAVATION OR PLANTING OPERATIONS. NO WORK SHALL BEGIN UNTIL ALL UTILITIES ARE LOCATED AND MARKED. IF UTILITY AND TREE CONFLICTS ARE IDENTIFIED, NOTIFY THE OWNER IMMEDIATELY.
- ALL LANDSCAPING SHALL BE INSTALLED IN ACCORDANCE WITH VDOT CLEAR ZONE AND ROADSIDE LANDSCAPING GUIDANCE, THE ROAD DESIGN GUIDE, AND THE HIGHWAY SAFETY MANUAL. CURRENT EDITIONS, INSTALLED LANDSCAPING SHALL NOT IMPAIR REQUIRED SIGHT DISTANCE AT MATURITY OR CREATE A SAFETY HAZARD FOR VEHICLES OR BICYCLISTS.
- REFER TO SPECIAL PROVISIONS FOR MEADOW MIX SPECIFICATIONS AND ANY NON-STANDARD PLANTING ITEMS.
- VERIFICATION OF THE ACCURACY OF TOTAL PLANT QUANTITIES SHOWN IN THE PLANT SCHEDULE SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR. IN THE EVENT OF A DISCREPANCY, THE PLANTING PLAN SHALL GOVERN.
- ALL PLANTS SHALL BE NURSERY GROWN, WELL BRANCHED, TRUE TO TYPE SPECIMEN MATERIAL, FREE OF INSECTS, DISEASE, INJURY OR DEFECTS. PLANT MATERIAL SHALL CONFORM TO ANSI Z60, CURRENT EDITION, AND THE VDOT ROAD AND BRIDGE SPECIFICATIONS, CURRENT EDITION AND SHALL MEET OR EXCEED SIZES SPECIFIED IN THE PLANT SCHEDULE. PLANT SIZES INDICATED REFER TO SIZE AT TIME OF DELIVERY TO THE PROJECT SITE.
- THE PLANTING SEASON FOR THIS PROJECT SHALL BE OCTOBER 15 THROUGH APRIL 15, UNLESS OTHERWISE APPROVED BY THE OWNER.
- ALL PLANTS SHALL BE INSTALLED BY APRIL 1 TO ALLOW FOR REPLACEMENTS PRIOR TO APRIL 15.
- THE CONTRACTOR SHALL WARRANT ALL NEW PLANTINGS FOR A PERIOD OF ONE (1) YEAR FROM THE DATE OF FINAL ACCEPTANCE. ALL REPLACEMENT PLANTS SHALL CONFORM TO THE ORIGINAL SPECIFICATIONS. IF PLANTING OPERATIONS OCCUR OUTSIDE THE NORMAL PLANTING SEASON, WARRANTY TERMS MAY BE RENEGOTIATED WITH THE OWNER PRIOR TO INSTALLATION.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR WATERING ALL LIVING PLANT MATERIAL DURING THE WARRANTY PERIOD. REFER TO THE WATERING SCHEDULE ON THIS SHEET.
- PLANTING AND BED PREPARATION SHALL BE CONDUCTED ONLY UNDER FAVORABLE WEATHER AND SOIL CONDITIONS. SOIL SHALL NOT BE WORKED, DRIVEN OVER, OR WALKED UPON WHEN SATURATED OR FROZEN.
- THE CONTRACTOR SHALL REPORT TO THE OWNER ANY SITE CONDITIONS THAT DIFFER FROM THE PLANS AND MAY AFFECT INSTALLATION.
- PRUNE ONLY DEAD, BROKEN, OR CROSSING BRANCHES. DO NOT THIN TREE CANOPIES.
- PLANTS SHALL BE SET AT PROPER DEPTH ON TAMPED SOIL MIX. BACKFILL SOIL MIX TO APPROXIMATELY 75% OF PIT DEPTH. TAMP, AND THOROUGHLY WATER AFTER SETTLEMENT. COMPLETE BACKFILL, FERTILIZE AS SPECIFIED, TAMP, AND WATER AGAIN WITHIN THE SAME DAY. THE SAME PROCEDURE SHALL APPLY TO REPLACEMENT PLANTINGS.
- WHERE ROOT BALL SIZE EXCEEDS THE MINIMUM SPECIFIED, PIT SIZE NEED NOT BE INCREASED PROVIDED SUFFICIENT SPACE IS MAINTAINED FOR PROPER BACKFILL AND COMPACTION.
- THE OWNER SHALL BE GIVEN THE OPPORTUNITY TO INSPECT AND APPROVE ALL PLANT MATERIAL AT THE NURSERY PRIOR TO DIGGING OR DELIVERY. IF THIS OPPORTUNITY IS WAIVED, REPRESENTATIVE SAMPLES OF EACH SPECIES MAY BE REQUIRED FOR APPROVAL PRIOR TO SHIPMENT.
- LARGE-MATURING TREES SHALL NOT BE PLANTED UNDER OVERHEAD UTILITIES.
- PLANT LOCATIONS SHOWN ON THE PLANS ARE DIAGRAMMATIC AND SHALL BE ADJUSTED AS REQUIRED TO ACCOMMODATE FIELD CONDITIONS WHEN DIRECTED BY THE OWNER.
- ON-CENTER SPACING OF PLANT MATERIAL SHALL BE AS INDICATED IN THE LANDSCAPE SUMMARY OR ON THE PLANS, UNLESS OTHERWISE DIRECTED BY THE OWNER.
- ALL PLANT LOCATIONS SHALL BE STAKED IN THE FIELD BY THE CONTRACTOR FOR REVIEW AND APPROVAL BY THE OWNER PRIOR TO EXCAVATION AND INSTALLATION.
- PLANTING PITS FOR CONTAINER MATERIAL SHALL BE A MINIMUM OF TWICE THE WIDTH OF THE CONTAINER AND EQUAL TO THE DEPTH OF THE CONTAINER.
- ALL PLANTINGS SHALL RECEIVE A 3-INCH DEPTH OF SHREDDED HARDWOOD BARK MULCH. MULCH SHALL EXTEND TO BED LINES WHERE SHOWN. HEDGES SHALL BE MULCHED AS CONTINUOUS BEDS. TREES SHALL BE MULCHED WITHIN A MINIMUM 24-FOOT RADIUS FROM THE TRUNK. DO NOT PLACE MULCH AGAINST TREE TRUNKS OR IN PLANT CROWNS.
- REMOVE BURLAP, TWINE, AND WIRE BASKETS FROM THE TOP ONE-THIRD (1/3) OF ALL B&B ROOT BALLS. PLASTIC TWINE OR BURLAP IS NOT PERMITTED. PLANTING PIT DEPTH SHALL MATCH ROOT BALL DEPTH.
- DO NOT WRAP TREE TRUNKS OR APPLY TREE WOUND PAINT.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR WATERING AND INSECT CONTROL UNTIL FINAL ACCEPTANCE.
- THE WORK AREA SHALL BE KEPT NEAT AND FREE OF DEBRIS. ALL WASTE MATERIAL SHALL BE REMOVED AND DISPOSED OF LEGALLY OFF-SITE IN A TIMELY MANNER.
- IN THE EVENT OF A CONFLICT BETWEEN THESE NOTES AND THE PROJECT SPECIFICATIONS, THE WRITTEN SPECIFICATIONS SHALL GOVERN.
- ALL PLANT SUBSTITUTIONS SHALL REQUIRE APPROVAL BY THE OWNER OR LANDSCAPE ARCHITECT.
- DEBRIS OR MATERIALS SHALL NOT BE STORED IN PLANTING AREAS OR OUTSIDE THE LIMITS OF WORK.
- DRIVING, PARKING, OR STAGING OF EQUIPMENT ON PLANTING AREAS IS PROHIBITED.
- CONFIRM ALL UTILITY LOCATIONS PRIOR TO PLANTING.
- ABBREVIATIONS
CAL - CALIPER
CONT - CONTAINER
HGT - HEIGHT
B&B - BALLED AND BURLAPPED

WATERING SCHEDULE

- DURING THE ESTABLISHMENT PERIOD THE CONTRACTOR SHALL WATER EACH PLANT WITH THE FOLLOWING MINIMUM QUANTITIES OF WATER FOR EACH WATERING, UNLESS OTHERWISE DIRECTED BY THE LANDSCAPE ARCHITECT:
 - DECIDUOUS TREES OVER 10' HT - 20 gallons per pit
 - DECIDUOUS TREES 10' HT. OR LESS - 15 gallons per pit
 - EVERGREEN TREES - 15 gallons per pit
 - DECIDUOUS SHRUBS - 5 gallons per pit
- THE CONTRACTOR SHALL WATER ALL LIVING PLANTS EVERY OTHER WEEK DURING THE PERIOD BETWEEN APRIL 1 AND MAY 31. EVERY WEEK DURING THE PERIOD BETWEEN JUNE 1 AND SEPTEMBER 30, AND EVERY OTHER WEEK DURING THE PERIOD BETWEEN OCTOBER 1 AND NOVEMBER 30. FOR CONTRACTOR'S BIDDING PURPOSES, THIS ASSUMES A TOTAL OF 28 TIMES PER YEAR.

32" LONG NON-ABRASIVE RUNNER TIES

THREE (3) THREE INCH LODGE POLE PINE STAKES EQUALLY SPACED AROUND TREE. INSTALL APPROXIMATELY 2" AWAY FROM THE EDGE OF THE ROOT BALL. STAKE LOCATION SHALL NOT INTERFERE WITH PERMANENT BRANCHES.

TREE TRUNK CALIPER AND ROOT BALL SIZE SHALL MEET MINIMUM REQUIREMENTS OF ANSI Z60, CURRENT EDITION.

ROOT BALL MOODED AS REQUIRED

PRIOR TO MULCHING, LIGHTLY TAMP SOIL AROUND THE ROOT BALL IN 6" LIFTS TO BRACE TREE. DO NOT OVER COMPACT WHEN THE PLANTING HOLE HAS BEEN BACKFILLED. POUR WATER AROUND THE ROOT BALL TO SETTLE THE SOIL.

1" LAYER OF MULCH NO MORE THAN 1" OF MULCH ON TOP OF ROOT BALL. (SEE SPECIFICATIONS FOR MULCH)

EXISTING SOIL

SLOPE SIDES OF LOOSENEED SOIL

BOTTOM OF ROOT BALL RESTS ON EXISTING OR RE-COMPACTED SOIL

1 TREE DETAIL

L-106 N.T.S.

3x widest dimension of root ball

SHRUB

3" LAYER OF MULCH. NO MORE THAN 1" OF MULCH ON TOP OF ROOT BALL. (SEE SPECIFICATIONS FOR MULCH)

4" HIGH x 8" WIDE ROUND-TOPPED SOIL BERM ABOVE ROOT BALL. SURFACE SHALL BE CONSTRUCTED AROUND THE ROOT BALL. BERM SHALL BEGIN AT ROOT BALL PERIPHERY.

PRIOR TO MULCHING, LIGHTLY TAMP SOIL AROUND THE ROOT BALL IN 6" LIFTS TO BRACE SHRUB. DO NOT OVER COMPACT WHEN THE PLANTING HOLE HAS BEEN BACKFILLED. POUR WATER AROUND THE ROOT BALL TO SETTLE THE SOIL.

EXISTING SOIL

LOOSENEED SOIL, DIG AND TURN THE SOIL TO REDUCE THE COMPACTION TO THE AREA AND DEPTH SHOWN

SLOPE SIDES OF LOOSENEED SOIL

ROOT BALL RESTS ON EXISTING OR RE-COMPACTED SOIL

3 SHRUB DETAIL

L-106 N.T.S.

3x widest dimension of root ball

SHRUB

3" LAYER OF MULCH. NO MORE THAN 1" OF MULCH ON TOP OF ROOT BALL. (SEE SPECIFICATIONS FOR MULCH)

4" HIGH x 8" WIDE ROUND-TOPPED SOIL BERM ABOVE ROOT BALL. SURFACE SHALL BE CONSTRUCTED AROUND THE ROOT BALL. BERM SHALL BEGIN AT ROOT BALL PERIPHERY.

PRIOR TO MULCHING, LIGHTLY TAMP SOIL AROUND THE ROOT BALL IN 6" LIFTS TO BRACE SHRUB. DO NOT OVER COMPACT WHEN THE PLANTING HOLE HAS BEEN BACKFILLED. POUR WATER AROUND THE ROOT BALL TO SETTLE THE SOIL.

EXISTING SOIL

LOOSENEED SOIL, DIG AND TURN THE SOIL TO REDUCE THE COMPACTION TO THE AREA AND DEPTH SHOWN

SLOPE SIDES OF LOOSENEED SOIL

ROOT BALL RESTS ON EXISTING OR RE-COMPACTED SOIL

5 MEADOW SEED MIX

L-106 N.T.S.

3x widest dimension of root ball

SHRUB

3" LAYER OF MULCH. NO MORE THAN 1" OF MULCH ON TOP OF ROOT BALL. (SEE SPECIFICATIONS FOR MULCH)

4" HIGH x 8" WIDE ROUND-TOPPED SOIL BERM ABOVE ROOT BALL. SURFACE SHALL BE CONSTRUCTED AROUND THE ROOT BALL. BERM SHALL BEGIN AT ROOT BALL PERIPHERY.

PRIOR TO MULCHING, LIGHTLY TAMP SOIL AROUND THE ROOT BALL IN 6" LIFTS TO BRACE SHRUB. DO NOT OVER COMPACT WHEN THE PLANTING HOLE HAS BEEN BACKFILLED. POUR WATER AROUND THE ROOT BALL TO SETTLE THE SOIL.

EXISTING SOIL

LOOSENEED SOIL, DIG AND TURN THE SOIL TO REDUCE THE COMPACTION TO THE AREA AND DEPTH SHOWN

SLOPE SIDES OF LOOSENEED SOIL

ROOT BALL RESTS ON EXISTING OR RE-COMPACTED SOIL

SHRUB

3" LAYER OF MULCH. NO MORE THAN 1" OF MULCH ON TOP OF ROOT BALL. (SEE SPECIFICATIONS FOR MULCH)

4" HIGH x 8" WIDE ROUND-TOPPED SOIL BERM ABOVE ROOT BALL. SURFACE SHALL BE CONSTRUCTED AROUND THE ROOT BALL. BERM SHALL BEGIN AT ROOT BALL PERIPHERY.

PRIOR TO MULCHING, LIGHTLY TAMP SOIL AROUND THE ROOT BALL IN 6" LIFTS TO BRACE SHRUB. DO NOT OVER COMPACT WHEN THE PLANTING HOLE HAS BEEN BACKFILLED. POUR WATER AROUND THE ROOT BALL TO SETTLE THE SOIL.

EXISTING SOIL

LOOSENEED SOIL, DIG AND TURN THE SOIL TO REDUCE THE COMPACTION TO THE AREA AND DEPTH SHOWN

SLOPE SIDES OF LOOSENEED SOIL

ROOT BALL RESTS ON EXISTING OR RE-COMPACTED SOIL

SHRUB

3" LAYER OF MULCH. NO MORE THAN 1" OF MULCH ON TOP OF ROOT BALL. (SEE SPECIFICATIONS FOR MULCH)

4" HIGH x 8" WIDE ROUND-TOPPED SOIL BERM ABOVE ROOT BALL. SURFACE SHALL BE CONSTRUCTED AROUND THE ROOT BALL. BERM SHALL BEGIN AT ROOT BALL PERIPHERY.

PRIOR TO MULCHING, LIGHTLY TAMP SOIL AROUND THE ROOT BALL IN 6" LIFTS TO BRACE SHRUB. DO NOT OVER COMPACT WHEN THE PLANTING HOLE HAS BEEN BACKFILLED. POUR WATER AROUND THE ROOT BALL TO SETTLE THE SOIL.

EXISTING SOIL

LOOSENEED SOIL, DIG AND TURN THE SOIL TO REDUCE THE COMPACTION TO THE AREA AND DEPTH SHOWN

SLOPE SIDES OF LOOSENEED SOIL

ROOT BALL RESTS ON EXISTING OR RE-COMPACTED SOIL

SHRUB

3" LAYER OF MULCH. NO MORE THAN 1" OF MULCH ON TOP OF ROOT BALL. (SEE SPECIFICATIONS FOR MULCH)

4" HIGH x 8" WIDE ROUND-TOPPED SOIL BERM ABOVE ROOT BALL. SURFACE SHALL BE CONSTRUCTED AROUND THE ROOT BALL. BERM SHALL BEGIN AT ROOT BALL PERIPHERY.

PRIOR TO MULCHING, LIGHTLY TAMP SOIL AROUND THE ROOT BALL IN 6" LIFTS TO BRACE SHRUB. DO NOT OVER COMPACT WHEN THE PLANTING HOLE HAS BEEN BACKFILLED. POUR WATER AROUND THE ROOT BALL TO SETTLE THE SOIL.

EXISTING SOIL

LOOSENEED SOIL, DIG AND TURN THE SOIL TO REDUCE THE COMPACTION TO THE AREA AND DEPTH SHOWN

SLOPE SIDES OF LOOSENEED SOIL

ROOT BALL RESTS ON EXISTING OR RE-COMPACTED SOIL

SHRUB

3" LAYER OF MULCH. NO MORE THAN 1" OF MULCH ON TOP OF ROOT BALL. (SEE SPECIFICATIONS FOR MULCH)

4" HIGH x 8" WIDE ROUND-TOPPED SOIL BERM ABOVE ROOT BALL. SURFACE SHALL BE CONSTRUCTED AROUND THE ROOT BALL. BERM SHALL BEGIN AT ROOT BALL PERIPHERY.

PRIOR TO MULCHING, LIGHTLY TAMP SOIL AROUND THE ROOT BALL IN 6" LIFTS TO BRACE SHRUB. DO NOT OVER COMPACT WHEN THE PLANTING HOLE HAS BEEN BACKFILLED. POUR WATER AROUND THE ROOT BALL TO SETTLE THE SOIL.

EXISTING SOIL

LOOSENEED SOIL, DIG AND TURN THE SOIL TO REDUCE THE COMPACTION TO THE AREA AND DEPTH SHOWN

SLOPE SIDES OF LOOSENEED SOIL

ROOT BALL RESTS ON EXISTING OR RE-COMPACTED SOIL

SHRUB

3" LAYER OF MULCH. NO MORE THAN 1" OF MULCH ON TOP OF ROOT BALL. (SEE SPECIFICATIONS FOR MULCH)

4" HIGH x 8" WIDE ROUND-TOPPED SOIL BERM ABOVE ROOT BALL. SURFACE SHALL BE CONSTRUCTED AROUND THE ROOT BALL. BERM SHALL BEGIN AT ROOT BALL PERIPHERY.

PRIOR TO MULCHING, LIGHTLY TAMP SOIL AROUND THE ROOT BALL IN 6" LIFTS TO BRACE SHRUB. DO NOT OVER COMPACT WHEN THE PLANTING HOLE HAS BEEN BACKFILLED. POUR WATER AROUND THE ROOT BALL TO SETTLE THE SOIL.

EXISTING SOIL

LOOSENEED SOIL, DIG AND TURN THE SOIL TO REDUCE THE COMPACTION TO THE AREA AND DEPTH SHOWN

SLOPE SIDES OF LOOSENEED SOIL

ROOT BALL RESTS ON EXISTING OR RE-COMPACTED SOIL

SHRUB

3" LAYER OF MULCH. NO MORE THAN 1" OF MULCH ON TOP OF ROOT BALL. (SEE SPECIFICATIONS FOR MULCH)

4" HIGH x 8" WIDE ROUND-TOPPED SOIL BERM ABOVE ROOT BALL. SURFACE SHALL BE CONSTRUCTED AROUND THE ROOT BALL. BERM SHALL BEGIN AT ROOT BALL PERIPHERY.

PRIOR TO MULCHING, LIGHTLY TAMP SOIL AROUND THE ROOT BALL IN 6" LIFTS TO BRACE SHRUB. DO NOT OVER COMPACT WHEN THE PLANTING HOLE HAS BEEN BACKFILLED. POUR WATER AROUND THE ROOT BALL TO SETTLE THE SOIL.

EXISTING SOIL

LOOSENEED SOIL, DIG AND TURN THE SOIL TO REDUCE THE COMPACTION TO THE AREA AND DEPTH SHOWN

SLOPE SIDES OF LOOSENEED SOIL

ROOT BALL RESTS ON EXISTING OR RE-COMPACTED SOIL

SHRUB

3" LAYER OF MULCH. NO MORE THAN 1" OF MULCH ON TOP OF ROOT BALL. (SEE SPECIFICATIONS FOR MULCH)

4" HIGH x 8" WIDE ROUND-TOPPED SOIL BERM ABOVE ROOT BALL. SURFACE SHALL BE CONSTRUCTED AROUND THE ROOT BALL. BERM SHALL BEGIN AT ROOT BALL PERIPHERY.

PRIOR TO MULCHING, LIGHTLY TAMP SOIL AROUND THE ROOT BALL IN 6" LIFTS TO BRACE SHRUB. DO NOT OVER COMPACT WHEN THE PLANTING HOLE HAS BEEN BACKFILLED. POUR WATER AROUND THE ROOT BALL TO SETTLE THE SOIL.

EXISTING SOIL

LOOSENEED SOIL, DIG AND TURN THE SOIL TO REDUCE THE COMPACTION TO THE AREA AND DEPTH SHOWN

SLOPE SIDES OF LOOSENEED SOIL

ROOT BALL RESTS ON EXISTING OR RE-COMPACTED SOIL

SHRUB

3" LAYER OF MULCH. NO MORE THAN 1" OF MULCH ON TOP OF ROOT BALL. (SEE SPECIFICATIONS FOR MULCH)

4" HIGH x 8" WIDE ROUND-TOPPED SOIL BERM ABOVE ROOT BALL. SURFACE SHALL BE CONSTRUCTED AROUND THE ROOT BALL. BERM SHALL BEGIN AT ROOT BALL PERIPHERY.

PRIOR TO MULCHING, LIGHTLY TAMP SOIL AROUND THE ROOT BALL IN 6" LIFTS TO BRACE SHRUB. DO NOT OVER COMPACT WHEN THE PLANTING HOLE HAS BEEN BACKFILLED. POUR WATER AROUND THE ROOT BALL TO SETTLE THE SOIL.

EXISTING SOIL

LOOSENEED SOIL, DIG AND TURN THE SOIL TO REDUCE THE COMPACTION TO THE AREA AND DEPTH SHOWN

SLOPE SIDES OF LOOSENEED SOIL

ROOT BALL RESTS ON EXISTING OR RE-COMPACTED SOIL

SHRUB

3" LAYER OF MULCH. NO MORE THAN 1" OF MULCH ON TOP OF ROOT BALL. (SEE SPECIFICATIONS FOR MULCH)

4" HIGH x 8" WIDE ROUND-TOPPED SOIL BERM ABOVE ROOT BALL. SURFACE SHALL BE CONSTRUCTED AROUND THE ROOT BALL. BERM SHALL BEGIN AT ROOT BALL PERIPHERY.

PRIOR TO MULCHING, LIGHTLY TAMP SOIL AROUND THE ROOT BALL IN 6" LIFTS TO BRACE SHRUB. DO NOT OVER COMPACT WHEN THE PLANTING HOLE HAS BEEN BACKFILLED. POUR WATER AROUND THE ROOT BALL TO SETTLE THE SOIL.

EXISTING SOIL

LOOSENEED SOIL, DIG AND TURN THE SOIL TO REDUCE THE COMPACTION TO THE AREA AND DEPTH SHOWN

SLOPE SIDES OF LOOSENEED SOIL

ROOT BALL RESTS ON EXISTING OR RE-COMPACTED SOIL

SHRUB

3" LAYER OF MULCH. NO MORE THAN 1" OF MULCH ON TOP OF ROOT BALL. (SEE SPECIFICATIONS FOR MULCH)

4" HIGH x 8" WIDE ROUND-TOPPED SOIL BERM ABOVE ROOT BALL. SURFACE SHALL BE CONSTRUCTED AROUND THE ROOT BALL. BERM SHALL BEGIN AT ROOT BALL PERIPHERY.

PRIOR TO MULCHING, LIGHTLY TAMP SOIL AROUND THE ROOT BALL IN 6" LIFTS TO BRACE SHRUB. DO NOT OVER COMPACT WHEN THE PLANTING HOLE HAS BEEN BACKFILLED. POUR WATER AROUND THE ROOT BALL TO SETTLE THE SOIL.

EXISTING SOIL

LOOSENEED SOIL, DIG AND TURN THE SOIL TO REDUCE THE COMPACTION TO THE AREA AND DEPTH SHOWN

SLOPE SIDES OF LOOSENEED SOIL

ROOT BALL RESTS ON EXISTING OR RE-COMPACTED SOIL

SHRUB

3" LAYER OF MULCH. NO MORE THAN 1" OF MULCH ON TOP OF ROOT BALL. (SEE SPECIFICATIONS FOR MULCH)

4" HIGH x 8" WIDE ROUND-TOPPED SOIL BERM ABOVE ROOT BALL. SURFACE SHALL BE CONSTRUCTED AROUND THE ROOT BALL. BERM SHALL BEGIN AT ROOT BALL PERIPHERY.

PRIOR TO MULCHING, LIGHTLY TAMP SOIL AROUND THE ROOT BALL IN 6" LIFTS TO BRACE SHRUB. DO NOT OVER COMPACT WHEN THE PLANTING HOLE HAS BEEN BACKFILLED. POUR WATER AROUND THE ROOT BALL TO SETTLE THE SOIL.

EXISTING SOIL

LOOSENEED SOIL, DIG AND TURN THE SOIL TO REDUCE THE COMPACTION TO THE AREA AND DEPTH SHOWN

SLOPE SIDES OF LOOSENEED SOIL

ROOT BALL RESTS ON EXISTING OR RE-COMPACTED SOIL

SHRUB

3" LAYER OF MULCH. NO MORE THAN 1" OF MULCH ON TOP OF ROOT BALL. (SEE SPECIFICATIONS FOR MULCH)

4" HIGH x 8" WIDE ROUND-TOPPED SOIL BERM ABOVE ROOT BALL. SURFACE SHALL BE CONSTRUCTED AROUND THE ROOT BALL. BERM SHALL BEGIN AT ROOT BALL PERIPHERY.

PRIOR TO MULCHING, LIGHTLY TAMP SOIL AROUND THE ROOT BALL IN 6" LIFTS TO BRACE SHRUB. DO NOT OVER COMPACT WHEN THE PLANTING HOLE HAS BEEN BACKFILLED. POUR WATER AROUND THE ROOT BALL TO SETTLE THE SOIL.

EXISTING SOIL

LOOSENEED SOIL, DIG AND TURN THE SOIL TO REDUCE THE COMPACTION TO THE AREA AND DEPTH SHOWN

SLOPE SIDES OF LOOSENEED SOIL

ROOT BALL RESTS ON EXISTING OR RE-COMPACTED SOIL

SHRUB

3" LAYER OF MULCH. NO MORE THAN 1" OF MULCH ON TOP OF ROOT BALL. (SEE SPECIFICATIONS FOR MULCH)

4" HIGH x 8" WIDE ROUND-TOPPED SOIL BERM ABOVE ROOT BALL. SURFACE SHALL BE CONSTRUCTED AROUND THE ROOT BALL. BERM SHALL BEGIN AT ROOT BALL PERIPHERY.

PRIOR TO MULCHING, LIGHTLY TAMP SOIL AROUND THE ROOT BALL IN 6" LIFTS TO BRACE SHRUB. DO NOT OVER COMPACT WHEN THE PLANTING HOLE HAS BEEN BACKFILLED. POUR WATER AROUND THE ROOT BALL TO SETTLE THE SOIL.

EXISTING SOIL

LOOSENEED SOIL, DIG AND TURN THE SOIL TO REDUCE THE COMPACTION TO THE AREA AND DEPTH SHOWN

SLOPE SIDES OF LOOSENEED SOIL

ROOT BALL RESTS ON EXISTING OR RE-COMPACTED SOIL

SHRUB

3" LAYER OF MULCH. NO MORE THAN 1" OF MULCH ON TOP OF ROOT BALL. (SEE SPECIFICATIONS FOR MULCH)

4" HIGH x 8" WIDE ROUND-TOPPED SOIL BERM ABOVE ROOT BALL. SURFACE SHALL BE CONSTRUCTED AROUND THE ROOT BALL. BERM SHALL BEGIN AT ROOT BALL PERIPHERY.

PRIOR TO MULCHING, LIGHTLY TAMP SOIL AROUND THE ROOT BALL IN 6" LIFTS TO BRACE SHRUB. DO NOT OVER COMPACT WHEN THE PLANTING HOLE HAS BEEN BACKFILLED. POUR WATER AROUND THE ROOT BALL TO SETTLE THE SOIL.

EXISTING SOIL

LOOSENEED SOIL, DIG AND TURN THE SOIL TO REDUCE THE COMPACTION TO THE AREA AND DEPTH SHOWN

SLOPE SIDES OF LOOSENEED SOIL

ROOT BALL RESTS ON EXISTING OR RE-COMPACTED SOIL

SHRUB

3" LAYER OF MULCH. NO MORE THAN 1" OF MULCH ON TOP OF ROOT BALL. (SEE SPECIFICATIONS FOR MULCH)

4" HIGH x 8" WIDE ROUND-TOPPED SOIL BERM ABOVE ROOT BALL. SURFACE SHALL BE CONSTRUCTED AROUND THE ROOT BALL. BERM SHALL BEGIN AT ROOT BALL PERIPHERY.

PRIOR TO MULCHING, LIGHTLY TAMP SOIL AROUND THE ROOT BALL IN 6" LIFTS TO BRACE SHRUB. DO NOT OVER COMPACT WHEN THE PLANTING HOLE HAS BEEN BACKFILLED. POUR WATER AROUND THE ROOT BALL TO SETTLE THE SOIL.

EXISTING SOIL

LOOSENEED SOIL, DIG AND TURN THE SOIL TO REDUCE THE COMPACTION TO THE AREA AND DEPTH SHOWN

SLOPE SIDES OF LOOSENEED SOIL

ROOT BALL RESTS ON EXISTING OR RE-COMPACTED SOIL

SHRUB

3" LAYER OF MULCH. NO MORE THAN 1" OF MULCH ON TOP OF ROOT BALL. (SEE SPECIFICATIONS FOR MULCH)

4" HIGH x 8" WIDE ROUND-TOPPED SOIL BERM ABOVE ROOT BALL. SURFACE SHALL BE CONSTRUCTED AROUND THE ROOT BALL. BERM SHALL BEGIN AT ROOT BALL PERIPHERY.

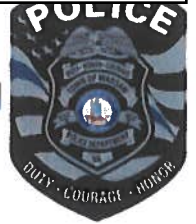
PRIOR TO MULCHING, LIGHTLY TAMP SOIL AROUND THE ROOT BALL IN 6" LIFTS TO BRACE SHRUB. DO NOT OVER COMPACT WHEN THE PLANTING HOLE HAS BEEN BACKFILLED. POUR WATER AROUND THE ROOT BALL TO SETTLE THE SOIL.

EXISTING SOIL



Warsaw Police Department

From the desk of Chief Barry M. Radden



WARSAW POLICE DEPARTMENT
Town of Warsaw, Virginia

September 8, 2026

TO: Mayor and Members of the Warsaw Town Council

FROM: Chief of Police

SUBJECT: Support for Proposed Amendment to Section 12-62 Unreasonable Noise and Engine Compression Release Braking

Mayor and Members of Town Council:

As Chief of Police for the Town of Warsaw, I respectfully submit this letter in support of the proposed amendment to Section 12-62 of the Town of Warsaw Municipal Code concerning unreasonable noise, including excessive noise resulting from the use of engine compression release brakes, exhaust brakes, and similar engine-retarding systems within the corporate limits of the Town.

After reviewing this matter from a public safety, community quality-of-life, and enforcement perspective, I believe the proposed amendment represents a reasonable measure to address unnecessary and disruptive vehicle noise while preserving the legitimate use of engine-braking systems when necessary for the safe operation of a vehicle or during an emergency.

Public Safety and Quality of Life

The Warsaw Police Department has a responsibility not only to enforce the laws of the Commonwealth and ordinances of the Town, but also to work with Town leadership to protect the peace, safety, and quality of life of those who live, work, conduct business, and travel within Warsaw.

The Town's existing noise ordinance recognizes that excessive sound can adversely affect the public peace, welfare, safety, and quality of life. The proposed amendment provides greater clarity regarding one particular source of disruptive vehicle noise: the unnecessary use of engine compression release braking systems that produces loud, abrupt, or unreasonable noise.

Engine compression release brakes and similar systems serve legitimate safety purposes, particularly on larger commercial vehicles. Accordingly, I do not believe the Town's ordinance should be interpreted or enforced as an absolute prohibition against vehicles being equipped with these systems or against their reasonable use when necessary for safety.



Warsaw Police Department

From the desk of Chief Barry M. Radden



Rather, the Police Department's concern is the unnecessary or unreasonable operation of these systems in a manner that generates excessive and disruptive noise within the Town, particularly when conventional braking can reasonably and safely be utilized.

This distinction is important. The purpose of the ordinance should be to protect the public from unreasonable noise—not to interfere with legitimate vehicle safety equipment or the safe operation of commercial motor vehicles.

Legal and Enforcement Considerations

The Commonwealth of Virginia grants municipalities authority to adopt ordinances reasonably related to the safety, peace, good order, comfort, convenience, and general welfare of their inhabitants. The proposed amendment to Section 12-62 is consistent with the Town's longstanding exercise of its police powers to regulate unreasonable noise and public nuisances.

From an enforcement standpoint, I recommend that the ordinance remain focused on objectively observable conduct and unreasonable noise rather than merely the presence of engine-braking equipment on a vehicle.

The Police Department will enforce any ordinance adopted by Town Council in a fair, reasonable, and constitutionally appropriate manner. Enforcement decisions will be based upon the facts and circumstances presented to the officer and the requirements of the ordinance and applicable law.

Nothing in the ordinance should be construed as authorizing a traffic stop, detention, citation, or other enforcement action without the level of legal justification required by the United States Constitution, the Constitution of Virginia, and applicable federal and state law. Officers will remain responsible for establishing the appropriate legal basis for any enforcement action.

Likewise, enforcement should be applied uniformly and without regard to the driver's residence, commercial status, company affiliation, vehicle origin, destination, or other legally irrelevant consideration.

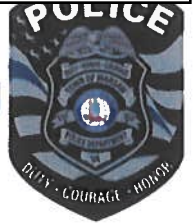
The ordinance should also continue to recognize reasonable exceptions for bona fide emergencies, failure or malfunction of a vehicle's service brakes, authorized emergency operations, and other circumstances in which the use of engine-retarding equipment is reasonably necessary for the protection of life or property.

Commercial Motor Vehicles and Interstate Travel



Warsaw Police Department

From the desk of Chief Barry M. Radden



Warsaw serves as a transportation corridor for commercial vehicles as well as local traffic. The Police Department recognizes the importance of commercial transportation to the Town, the surrounding Northern Neck region, and the Commonwealth.

For that reason, the proposed ordinance should not be administered as a restriction on commercial transportation or interstate travel. Commercial vehicles should remain free to travel through the Town in accordance with federal, state, and local law.

The ordinance should instead address conduct within the Town that creates unreasonable noise and affects the community's peace and quality of life. Enforcement should therefore remain narrowly focused on the manner in which engine-braking equipment is operated rather than the type, ownership, origin, destination, or commercial nature of the vehicle.

Recommended 90-Day Implementation Period

If Town Council adopts the proposed amendment, I respectfully recommend that the ordinance become effective **ninety (90) days following adoption**.

A 90-day implementation period would provide several practical benefits.

First, it would allow the Town sufficient time to obtain and install appropriate signage at major entrances and other strategic locations notifying motorists of the Town's engine-braking noise restrictions.

Second, it would provide the Warsaw Police Department an opportunity to develop consistent enforcement guidance and ensure that all sworn personnel understand the elements of the amended ordinance, its exceptions, the appropriate legal basis for enforcement actions, and the distinction between lawful use of engine-braking equipment and its operation in a manner prohibited by the ordinance.

Third, the implementation period would allow the Town to conduct public education and outreach. Local residents, trucking companies, commercial operators, businesses, and motorists should have reasonable notice of the new requirements before active enforcement begins.

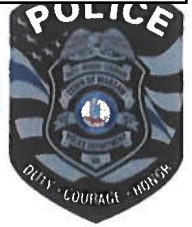
Finally, the 90-day period would provide an opportunity for the Town Manager, Town Attorney, Police Department, and other appropriate officials to review signage, enforcement procedures, public information materials, and any administrative matters necessary for implementation.

During this period, the Police Department can emphasize education and voluntary compliance regarding unreasonable engine-braking noise while preparing for full enforcement on the ordinance's effective date.



Warsaw Police Department

From the desk of Chief Barry M. Radden



Enforcement Philosophy

Once the ordinance becomes effective, my expectation is that enforcement will be professional, reasonable, consistent, and based upon the totality of the circumstances.

The purpose of this ordinance should not be to generate citations or revenue. Its purpose should be to encourage voluntary compliance, reduce unnecessary and unreasonable vehicle noise, and protect the peace and quality of life of the Warsaw community.

When circumstances permit, education and voluntary compliance may be appropriate enforcement tools. However, deliberate, repeated, or otherwise clearly prohibited conduct should remain subject to enforcement consistent with the ordinance and applicable law.

The Warsaw Police Department will work to ensure that officers understand both the authority granted by the ordinance and the constitutional and statutory limitations applicable to its enforcement.

Recommendation

For these reasons, I respectfully recommend that the Warsaw Town Council adopt the proposed amendment to Section 12-62 of the Town of Warsaw Municipal Code, subject to final legal review by the Town Attorney.

I further recommend that the ordinance provide that it shall become effective **ninety (90) days after the date of adoption.**

The 90-day implementation period will allow the Town to provide appropriate notice, install signage, educate the public and commercial transportation community, prepare officers for consistent enforcement, and implement the ordinance in an orderly manner.

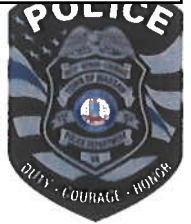
The Warsaw Police Department supports reasonable measures designed to preserve the peace and quality of life of our community while respecting the lawful operation of motor vehicles, legitimate commercial transportation, and the constitutional and statutory rights of motorists.

I appreciate Town Council's consideration of this matter and stand ready to assist the Town Manager, Town Attorney, and Council with the implementation and enforcement of the ordinance should it be adopted.



Warsaw Police Department

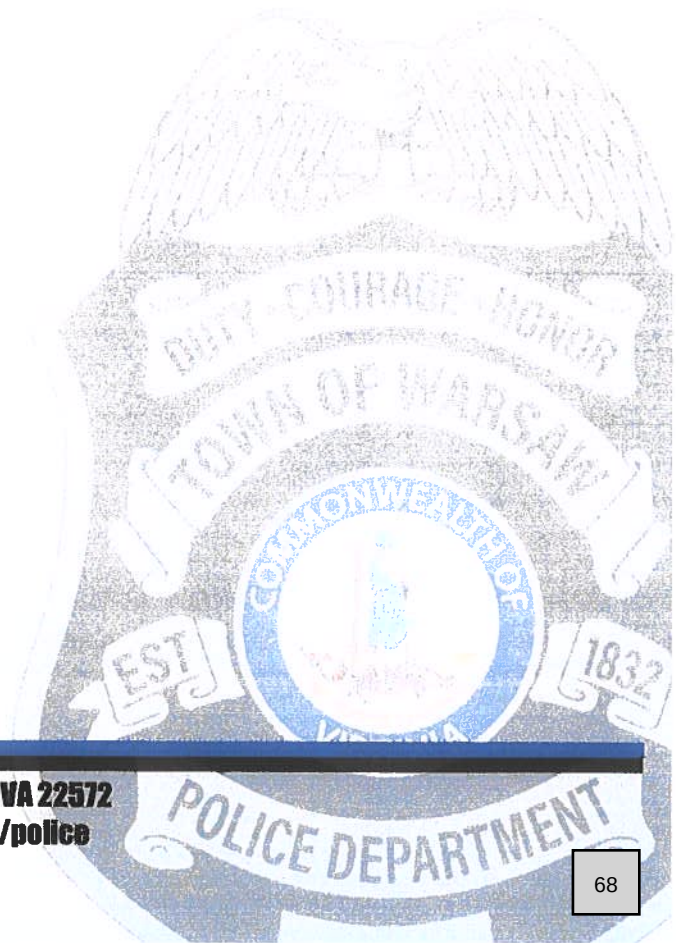
From the desk of Chief Barry M. Radden



Respectfully,

Barry M. Radden

**Chief of Police
Warsaw Police Department**



**AN ORDINANCE AMENDING CHAPTER 20 OF
THE TOWN OF WARSAW MUNICIPAL CODE
TO ADD A NEW SECTION PROHIBITING THE USE OF ENGINE COMPRESSION
RELEASE BRAKES OR EXHAUST BRAKES WITHIN THE TOWN**

WHEREAS, as provided in §§ 15.2-900 et seq, 15.2-1100 et seq., the Town Council of the Town of Warsaw ("Council") is empowered to protect public health, safety and welfare and to prohibit nuisances, including excessive noise; and,

WHEREAS, the Council has determined that the use of engine compression release brakes or engine brakes, commonly referred to as "jake brakes," are inherently loud, often creating excessive noise that disturbs the public health, safety and welfare, and are unsuitable for use within the confines of the Town of Warsaw; and,

NOW THEREFORE, BE IT ORDAINED by the Town Council of the Town of Warsaw, Virginia, that CHAPTER 20, "Motor Vehicles", is hereby amended and re-ordained to add a new Section 20-28, as follows:

CHAPTER 20 MOTOR VEHICLES

Sec. 20-28 — Use of engine or engine compression release or exhaust brakes prohibited.

(a) Definitions.

Engine compression release brakes or exhaust brakes means any motor or engine retarding device, or any, mechanical exhaust device, or any other engine retarding device or system that utilizes the release of engine compression to slow the vehicle as opposed to applying friction to brake pads, drums, shoes, or rotors located at the vehicle wheels, and thereby causing a loud and raucous noise.

(b) Engine compression release brakes or exhaust brakes prohibited.

It shall be unlawful for the driver of any motor vehicle to apply engine compression release brakes or exhaust brakes within the corporate limits of the town, except when responding to a bona fide emergency.

(c) Signs.

The Town Manager or designee shall post and maintain conspicuous and clearly legible signs as appropriate to provide notice of the prohibition of engine compression release brakes or exhaust brakes.

(d) Exceptions.

This ordinance shall not apply to public school buses or public safety vehicles, including, but not limited to fire trucks and emergency medical service vehicles. This ordinance shall not prohibit the use of engine compression release brakes or engine brakes in a bona fide emergency, including without limitation, failure of mechanical service brakes.

(e) Violations.

The use of engine brakes or exhaust brakes in violation of this section shall be a class 4 misdemeanor.

All existing provisions of Chapter 20 shall remain unchanged and in full force and effect, except to the extent specifically modified by this Ordinance.

This ordinance shall take effect ____ days after adoption.

CERTIFICATION OF ADOPTION OF ORDINANCE

The undersigned Clerk of the Town Council of the Town of Warsaw, Virginia, certifies that the Ordinance set forth above was duly adopted during an open public meeting on the ____ day of _____, 2026, by a majority of the members of the Town Council of the Town of Warsaw, Virginia, with the following votes:

- AYE:
- NAY:
- ABSTENTION:
- ABSENT:

Signed this ____ day of _____, 2026.

ATTEST:

Clerk
Town Council of the Town of Warsaw, Virginia

**AN ORDINANCE AMENDING SECTION 12-62 OF
THE TOWN OF WARSAW MUNICIPAL CODE
TO PROHIBIT UNREASONABLE NOISE**

WHEREAS, as provided in §§ 15.2-900 et seq, 15.2-1100 et seq., the Town Council of the Town of Warsaw (“Council”) is empowered to protect public health, safety and welfare and to prohibit nuisances, including excessive noise; and,

WHEREAS, the Council has determined that the use of engine compression release brakes or engine brakes, commonly referred to as "jake brakes," are inherently loud, often creating excessive noise that disturbs the public health, safety and welfare, and are unsuitable for use within the confines of the Town of Warsaw; and,

NOW THEREFORE, BE IT ORDAINED by the Town Council of the Town of Warsaw, Virginia, that section 12-62, “Noise,” is hereby amended and re-ordained to read as stated in the attached Exhibit A.

All existing provisions of Section 12-62 shall remain unchanged and in full force and effect, except to the extent specifically modified by this Ordinance.

This ordinance shall take effect upon ____ days after adoption.

CERTIFICATION OF ADOPTION OF ORDINANCE

The undersigned Clerk of the Town Council of the Town of Warsaw, Virginia, certifies that the Ordinance set forth above was duly adopted during an open public meeting on the ____ day of _____, 2026, by a majority of the members of the Town Council of the Town of Warsaw, Virginia, with the following votes:

AYE:
NAY:
ABSTENTION:
ABSENT:

Signed this ____ day of _____, 2026.

ATTEST:

Clerk
Town Council of the Town of Warsaw, Virginia

Amending